Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

September 16, 2025
6:45 pm

McKune Room at the Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, September 16, 2025—6:45 p.m.
McKune Room

AGENDA

6:45 Board Meeting
Welcome and Call to Order
Consent Agenda Approval
- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:50 Presentation: Emilee Fetters on Social Work Role in Chelsea

7:15 Director's, Strategic Plan, and Friends Reports

7:25 Public Comment

7:30 Action Items
1. Donations
2. 2026 Budget Approval
3. Policies (550, 551, & 565)
4. Personnel Committee > Director Review Committee

7:40 Discussion Items
1. Expiring Terms

7:45 Reports
Policy Committee
Finance Committee
Personnel Committee
Governance Committee
Community Outreach Committee

7:50 Communications

8:00 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 Budget Hearing Meeting

Tuesday, August 19, 2025 6:45pm
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, K. Ballard, S. Powers, S. Rakestraw, V. Krueger, A. Zoran, & J. Pierce.

Guests: None

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

Board Review of 2026 Budget:

L. Coryell went page by page walking the Board through the entire proposed 2026 Budget, highlighting the lines that had a significant change in each section, with S. Powers running the laptop and moving the projection on the screen.

- L. Coryell fielded Board questions and thanked them for their budgetary overview.

Public Comment: None

Adjournment:
MOTION made by P. Garcia, SECONDED by B. Swistock to adjourn the meeting at 7:11 p.m.

All Ayes, 6-0

_____ _____
Janice L. Carr, Board Secretary Date

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, August 19, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: None

Welcome and Call to Order
G. Munce called the meeting to order at 7:16 p.m.

Consent Agenda
MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the Consent Agenda with the July minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by A. Fox to approve the agenda, as amended to add Discussion Item #2 Personnel Committee > Director Review Committee and Discussion Item #3 Head of Technology Classification to the Agenda. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Scott will be retiring at the end of the year. The Board thanked Scott for the incredible job he's done in his time at CDL.
- Mobee attended the Detroit Book Fair and had 537 engagements.
- Music in the Air was another smashing success; still be to determined if that was the final one.

- The library partnered with the Chamber to host the CommUNITY Picnic on the lawn, which was a very nice event.
- Linda brought up the crabgrass issue in the lawn and that it will be targeted with spray.

Friends Report Update:

- Currently working on their Bylaws.
- Will be getting library wish list soon.
- Jan reported that the August book sale was another huge success.

Public Comment: None

Action Item #1: Donations

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the July donations. Discussion: None

All Ayes 6-0

Action Item #2: Bylaws

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the changes to the Bylaws. Discussion: Reformatted the revision dates to appear numerical with slashes and added instructions that the Action Item appointing officers at the annual meeting in January will open the meeting and precede any other business.

All Ayes 6-0

Action Item #3: Nominating Committee > Governance Committee

MOTION made by B. Swistock, SECONDED by W. Reinhardt to change the name and description of the Nominating Committee. The new incarnation will be known as the Governance Committee. Discussion: None

All Ayes 5-1

Action Item #4: Policies: 422 Display and Solicitation in the Library & 531 Grant Policy

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the updates to policy 422 Display and Solicitation in the Library and 531 Grant Policy. Discussion: None

All Ayes 6-0

Discussion Item #1: Policies: 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance

These three policies have passed through the Policy Committee and have received revisions. The Board looked them over and discussed the changes. These policies will go to Action in September.

Discussion Item #2: Personnel Committee > Director Review Committee

This was submitted by TJ Helfferich, who chairs the Personnel Committee and explained by P. Garcia and A. Fox, the two other members of the committee, in TJ's absence. The name change is to more accurately describe the work of the committee. The description of the committee has also been revised and the committee will meet with the director more than just once a year now and will also take the lead in hiring and searching for new directors. This item will go to Action in September.

Discussion Item #3: Head of Technology Classification

Lori explained that there is a need to act quickly with Scott's announced retirement and hire a replacement, so that Scott can assist in their training. This change from category 6 to category 8 (with an increase in pay) was advised by the salary survey and has been budgeted for in the pending 2026 Budget, but the library would like the Board to approve this change early, so that the accurate salary range can appear in the Head of Technology job posting. Because of this time-sensitive nature, the library would also like the Board to move the item to Action immediately.

MOTION made by A. Fox, SECONDED by B. Swistock to move Discussion Item #3: Head of Technology Classification to Action Item #5. Discussion: None

All Ayes 6-0

Action Item #5: Head of Technology Classification

MOTION made by B. Swistock, SECONDED by A. Fox to approve the change to the classification of the Head of Technology position from category 6 to category 8. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:
MOTION made by B. Swistock, SECONDED by A. Fox to adjourn the meeting at 8:21 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Check		**08/31/2025**		**Service Charge**	**001.001 · CSB/Operations Ch...**		**-5.60**
				Service Charge	802.100 · Admin-Fees Bank ...	-5.60	5.60
TOTAL						-5.60	5.60
Bill Pmt -Ch...	**29667**	**08/09/2025**	**5 Healthy Towns Foundation**	**AD - FALL 2025**	**001.001 · CSB/Operations Ch...**		**-400.00**
Bill	1236	08/08/2025		AD - FALL 2025	880.110 · Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Ch...	**29668**	**08/09/2025**	**A Production Cleaning Com...**	**16366 - CLEANING 07/20 - 08/02/25**	**001.001 · CSB/Operations Ch...**		**-1,750.00**
Bill	16366	08/07/2025		CLEANING 07/20 - 08/02/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	**29669**	**08/09/2025**	**A T & T TELCO**	**INV 734433980407 - 07/25/2025 - ACCT 743...**	**001.001 · CSB/Operations Ch...**		**-200.40**
Bill	734433980407	08/08/2025		TELCO - LAND LINES - 07/25/2025 - 08/24/2...	850.120 · Telephone	-200.40	200.40
TOTAL						-200.40	200.40
Bill Pmt -Ch...	**29670**	**08/09/2025**	**ABSOPURE**		**001.001 · CSB/Operations Ch...**		**-65.39**
Bill	31518025	08/08/2025		COOLER RENTAL - 07/23/25 - 08/19/25	727.100 · Supplies - General ...	-5.99	5.99
Bill	89817791	08/08/2025		COOLER RENTAL - 07/23/25 - 08/19/25	727.100 · Supplies - General ...	-59.40	59.40
TOTAL						-65.39	65.39
Bill Pmt -Ch...	**29671**	**08/09/2025**	**ACADEMIC THERAPY PUBL...**	**CUST ID - 112044, INV 340506**	**001.001 · CSB/Operations Ch...**		**-274.40**
Bill	340506	08/08/2025		DANDELION READERS AND LAUNCHERS	982.820 · Youth Enhancement	-274.40	274.40
TOTAL						-274.40	274.40
Bill Pmt -Ch...	**29672**	**08/09/2025**	**Alerus Financial**	**2025 - Entity code nos. 400298 / 110320 - p...**	**001.001 · CSB/Operations Ch...**		**-5,722.49**
Bill	20250720	08/04/2025		07/20/25 - 08/02/25 - PAID 08/08/25 - PR ER ...	231.002 · Payroll Lia/401A Mtc...	-1,738.10	1,738.10
				07/20/25 - 08/02/25 - PAID 08/08/25 - PR EE ...	702.300 · Per Svcs - Retrmnt -...	-2,946.19	2,946.19
				07/20/25 - 08/02/25 - PAID 08/08/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-5,722.49	5,722.49
Bill Pmt -Ch...	**29673**	**08/09/2025**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Ch...**		**-1,144.59**
Bill	1GDM-RX3D-JR4T	08/04/2025		33 GAL TRASH LINERS - 500 BOX	729.200 · Supplies-Cleaning S...	-79.98	79.98
Bill	16CL-63HN-CMJ4	08/08/2025		· General Adult Programs - DOWNTON ABB...	884.126 · General Adult Progr...	-180.43	180.43
Bill	1FYY-FHJN-XCDH	08/08/2025		· Summer Reading	884.226 · Summer Reading	-207.86	207.86
Bill	1PL1-YQ17-7HR4	08/08/2025		· General Adult Programs - DOWNTON ABB...	884.126 · General Adult Progr...	-21.24	21.24
Bill	19YL-WV1H-9G76	08/08/2025		Story Book Trail	884.251 · Story Book Trail	-164.63	177.78
				· Youth Print General	982.760 · Youth Print General	-33.88	36.58
Bill	1KL6-6C9T-K41H	08/08/2025		XPPEN DRAWING TABLE	967.500 · Makerspace Equipm...	-209.99	209.99
Bill	1MHK-LT9K-LYVJ	08/08/2025		BINDER	982.760 · Youth Print General	-14.98	14.98
Bill	1YJW-3MPR-DR...	08/08/2025		DBT SKILLS TRAINING AND WORKSHEETS	982.810 · Adult Enhancement	-150.40	150.40
Bill	1F9X-9JMY-6R46	08/08/2025		REPLACEMENT BOOK	982.720 · Adult Print General	-23.72	23.72
Bill	1MVF-F3CM-MQ...	08/08/2025		REPLACEMENT BOOK	982.720 · Adult Print General	-27.49	27.49
Bill	1J7K-CTMV-CKFQ	08/08/2025		PROFESSIONAL DEVELOPMENT BOOK	982.750 · Professional Collecti...	-29.99	29.99
TOTAL						-1,144.59	1,160.44
Bill Pmt -Ch...	**29674**	**08/09/2025**	**Association Maintenance C...**	**13266**	**001.001 · CSB/Operations Ch...**		**-747.50**
Bill	13266	08/08/2025		JULY MOWS	803.611 · Lawn Service	-747.50	747.50
TOTAL						-747.50	747.50
Bill Pmt -Ch...	**29675**	**08/09/2025**	**Baker & Taylor - Auto Yours...**	**2039163070**	**001.001 · CSB/Operations Ch...**		**-114.15**
Bill	2039163070	08/08/2025		· Youth Print General	982.760 · Youth Print General	-114.15	114.15
TOTAL						-114.15	114.15
Bill Pmt -Ch...	**29676**	**08/09/2025**	**Baker & Taylor - Juvenile**	**2039177806**	**001.001 · CSB/Operations Ch...**		**-24.53**
Bill	2039177806	08/08/2025		· Youth Print General	982.760 · Youth Print General	-24.53	24.53
TOTAL						-24.53	24.53
Bill Pmt -Ch...	**29677**	**08/09/2025**	**Baker & Taylor - Program A...**	**2039180023**	**001.001 · CSB/Operations Ch...**		**-64.68**
Bill	2039180023	08/08/2025		· Youth Reading Group	884.230 · Youth Reading Group	-64.68	64.68
TOTAL						-64.68	64.68
Bill Pmt -Ch...	**29678**	**08/09/2025**	**Baker & Taylor - Unlabeled ...**		**001.001 · CSB/Operations Ch...**		**-421.55**

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	2039157516	08/08/2025		Youth Print General	982.760 · Youth Print General	-150.67	150.67
Bill	2039159073	08/08/2025		Youth Print General	982.760 · Youth Print General	-103.43	103.43
Bill	2039174810	08/08/2025		Youth Print General	982.760 · Youth Print General	-167.45	167.45
TOTAL						-421.55	421.55
Bill Pmt -Ch...	**29679**	**08/09/2025**	**Ballard, Kerry**	**BOOKKEEPING THRU 08/08/25**	**001.001 · CSB/Operations Ch...**		**-807.69**
Bill	250808	08/04/2025		BOOKKEEPING THRU 08/08/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	**29680**	**08/09/2025**	**BENCHMARK EDUCATION ...**	**CUST # 12325396, INV 575603**	**001.001 · CSB/Operations Ch...**		**-418.00**
Bill	575603	08/08/2025		BEC DECODABLES COLLECTION	982.820 · Youth Enhancement	-418.00	418.00
TOTAL						-418.00	418.00
Bill Pmt -Ch...	**29681**	**08/09/2025**	**BOONE AND DARR**	**INVOICE 6378**	**001.001 · CSB/Operations Ch...**		**-3,824.00**
Bill	6378	08/08/2025		BOTTLE FILLER	975.100 · Building Improveme...	-3,824.00	3,824.00
TOTAL						-3,824.00	3,824.00
Bill Pmt -Ch...	**29682**	**08/09/2025**	**Chelsea House Victorian Inn**	**RESERVATION - 75279HQ5 - MITA**	**001.001 · CSB/Operations Ch...**		**-690.00**
Bill	25-3053-SP	08/08/2025		MITA 2025	884.412 · Music in the Air	-690.00	690.00
TOTAL						-690.00	690.00
Bill Pmt -Ch...	**29683**	**08/09/2025**	**City of Chelsea**	**2025 JUL TRASH**	**001.001 · CSB/Operations Ch...**		**-50.00**
Bill	22113	08/08/2025		JUL TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	**29684**	**08/09/2025**	**Demco Inc.**	**2025 - INV 7676007**	**001.001 · CSB/Operations Ch...**		**-183.64**
Bill	7676007	08/08/2025		SUPPLIES - BOOKMARKS · General Youth/Teen Promotion	728.300 · Supplies-Matl Proc ... 880.421 · General Youth/Teen ...	-154.88 -28.76	154.88 28.76
TOTAL						-183.64	183.64
Bill Pmt -Ch...	**29685**	**08/09/2025**	**FLYLEAF PUBLISHING**	**INV 41709**	**001.001 · CSB/Operations Ch...**		**-567.27**

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	41709	08/08/2025		READING SERIES	982.820 · Youth Enhancement	-567.27	567.27
TOTAL						-567.27	567.27
Bill Pmt -Ch...	**29686**	**08/09/2025**	**FUN EXPRESS**	**INV 73789407601 ACCT 783724**	**001.001 · CSB/Operations Ch...**		**-130.75**
Bill	73789407601	08/08/2025		· Outreach	884.227 · Outreach	-110.86	110.86
				· Mobile Promotions	880.436 · Mobile Promotions	-19.89	19.89
TOTAL						-130.75	130.75
Bill Pmt -Ch...	**29687**	**08/09/2025**	**Great Lakes Ace Hardware**	**INV 185582/154 - ACCT 200379**	**001.001 · CSB/Operations Ch...**		**-31.71**
Bill	18582/154	08/04/2025		BLUE TAPE, CAULK, LONG SCREWS FOR ...	732.300 · Supplies-MNT-Gene...	-31.71	31.71
TOTAL						-31.71	31.71
Bill Pmt -Ch...	**29688**	**08/09/2025**	**KANOPY INC**	**KANOPY BORROWS - JUL 2025**	**001.001 · CSB/Operations Ch...**		**-414.80**
Bill	461030-PPU	08/08/2025		2025 - KANOPY VIDEO PLAYS - JUL	982.410 · Electronic Products/...	-414.80	414.80
TOTAL						-414.80	414.80
Bill Pmt -Ch...	**29689**	**08/09/2025**	**LAW, CHRISTINE M.**	**LAW - STORYTIME YOGA 08/14/25**	**001.001 · CSB/Operations Ch...**		**-100.00**
Bill	25-3735-JZ	08/08/2025		LAW - STORYTIME YOGA 08/14/25	884.926 · Youth Prog Rest Gift...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	**29690**	**08/09/2025**	**MC creative design & photo...**		**001.001 · CSB/Operations Ch...**		**-2,150.00**
Bill	0839	08/08/2025		FALL NEWSLETTER COVER PHOTOGRAP...	880.522 · Photography Services	-250.00	250.00
Bill	0841	08/08/2025		FALL NEWSLETTER	880.521 · Graphic Design Serv...	-1,900.00	1,900.00
TOTAL						-2,150.00	2,150.00
Bill Pmt -Ch...	**29691**	**08/09/2025**	**Michigan Library Association**	**MEMBERSHIP FEE - INDIVIDUAL- 22801 - A...**	**001.001 · CSB/Operations Ch...**		**-85.00**
Bill	22801	08/08/2025		2025 - MEMBERSHIP FEE - INDIVIDUAL- 22...	969.323 · Head of Circ Svc. M...	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Ch...	**29692**	**08/09/2025**	**Midwest Tape**		**001.001 · CSB/Operations Ch...**		**-298.63**

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill	507492243	08/08/2025		DVD - NO DESCRIPTION	982.460 · DVD Feature	-98.23	98.23
Bill	507492244	08/08/2025		JUN/JUL CDs	982.120 · Adult Books on Disc	-42.99	42.99
Bill	507492245	08/08/2025		SUMMER DVDs	982.480 · Youth Video DVD	-78.70	78.70
Bill	570492246	08/08/2025		APR/JUL CDs	982.420 · Adult Music on CD	-11.99	11.99
Bill	507520012	08/08/2025		SUMMER DVDs	982.480 · Youth Video DVD	-66.72	66.72
TOTAL						-298.63	298.63
Bill Pmt -Ch...	**29693**	**08/09/2025**	**Midwest Tape - Hoopla**	**507536275 - JULY BORROWS**	**001.001 · CSB/Operations Ch...**		**-3,603.02**
Bill	507536275	08/08/2025		JULY BORROWS	982.410 · Electronic Products/...	-3,603.02	3,603.02
TOTAL						-3,603.02	3,603.02
Bill Pmt -Ch...	**29694**	**08/09/2025**	**Norwood House Press Inc.**	**NHP1005421**	**001.001 · CSB/Operations Ch...**		**-393.80**
Bill	NHP1005421	08/08/2025		BOOK SETS	982.820 · Youth Enhancement	-393.80	393.80
TOTAL						-393.80	393.80
Bill Pmt -Ch...	**29695**	**08/09/2025**	**Print-tech Inc.**	**279248**	**001.001 · CSB/Operations Ch...**		**-591.44**
Bill	279248	08/08/2025		WORKING CLASS CHELSEA POSTERS AN...	880.311 · Exhibits	-591.44	591.44
TOTAL						-591.44	591.44
Bill Pmt -Ch...	**29696**	**08/09/2025**	**RAHMBERG STOVER AND ...**	**5143 - JULY - PROF SERVICES FOR SALA...**	**001.001 · CSB/Operations Ch...**		**-2,150.00**
Bill	5143	08/08/2025		5143 - JULY - PROF SERVICES FOR SALAR...	801.079 · Library Strategic Plan	-2,150.00	2,150.00
TOTAL						-2,150.00	2,150.00
Bill Pmt -Ch...	**29697**	**08/09/2025**	**ROBIN HILLS FARM**	**CONTRACT 04/24/2025, FOR EVENT DATE ...**	**001.001 · CSB/Operations Ch...**		**-3,000.00**
Bill	25-1046-LC	08/08/2025		SONGFEST FACILITY FEE, EVENT 11/07/20...	884.411 · Songfest	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Ch...	**29698**	**08/09/2025**	**Rotary Club of Chelsea**	**ROTARY - 621539 - 2ND QUARTER**	**001.001 · CSB/Operations Ch...**		**-178.88**
Bill	621539	08/08/2025		2ND QUARTER INVOICE	969.510 · Institutional Member ...	-178.88	178.88
TOTAL						-178.88	178.88

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	**29699**	**08/09/2025**	**T-MOBILE**	**2025 - ACCT 975550022 - STATEMENT DAT...**	**001.001 · CSB/Operations Ch...**		**-441.84**
Bill	07212025	08/04/2025		2025 - T-MOBILE WIFI HOTSPOTS - 06/21/2...	850.311 · WiFi Hotspots	-387.12	387.12
				2025 - MOBEE CELL - 06/21/25 - 07/20/25	850.122 · Telecommunications...	-54.72	54.72
TOTAL						-441.84	441.84
Bill Pmt -Ch...	**29700**	**08/09/2025**	**THE LAKEHOUSE BAKERY**	**COMMUNITY PICNIC SUPPLIES**	**001.001 · CSB/Operations Ch...**		**-280.00**
Bill	4778	08/08/2025		COMMUNITY PICNIC SUPPLIES	884.126 · General Adult Progr...	-280.00	280.00
TOTAL						-280.00	280.00
Bill Pmt -Ch...	**29701**	**08/09/2025**	**The Library Network**	**2025 - INV 76111, ACCT NUMBER CHEL#2...**	**001.001 · CSB/Operations Ch...**		**-1,404.14**
Bill	76111	08/08/2025		INTERNET - JAN - APRIL 2025	850.310 · Internet	-1,404.14	1,404.14
TOTAL						-1,404.14	1,404.14
Bill Pmt -Ch...	**29702**	**08/09/2025**	**The Sun Times**	**4225-M - 07/23, 07/23, - BUDGET HEARING**	**001.001 · CSB/Operations Ch...**		**-233.00**
Bill	4225-M	08/08/2025		4225-M - 07/23, 07/23, - BUDGET HEARING	880.110 · Media Buy	-233.00	233.00
TOTAL						-233.00	233.00
Bill Pmt -Ch...	**29703**	**08/09/2025**	**Unique Management Servic...**	**2025 - 6142452 CLIENT # 1954 - 2025 JUL- ...**	**001.001 · CSB/Operations Ch...**		**-35.80**
Bill	6142452	08/08/2025		2025 JUL - COLLECTION FEES (PLACEMEN...	801.090 · Collection Fees	-35.80	35.80
TOTAL						-35.80	35.80
Bill Pmt -Ch...	**29704**	**08/09/2025**	**Verizon Wireless**	**INV 6119684582 - ACCT 442098695-00001 ...**	**001.001 · CSB/Operations Ch...**		**-685.55**
Bill	6119684582	08/08/2025		HOT SPOTS - 07/01 - 07/31/25 (06/29 - 07/2...	850.311 · WiFi Hotspots	-554.27	554.27
				IT CELL PHONE - 07/01 - 07/31/25 (06/29 - 0...	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT 07/01 - 07/31/25 (...	850.310 · Internet	-80.22	80.22
TOTAL						-685.55	685.55
Bill Pmt -Ch...	**29705**	**08/09/2025**	**Ingram Library Services**		**001.001 · CSB/Operations Ch...**		**-3,543.92**
Bill	88140282	08/09/2025		· Youth Print General	982.760 · Youth Print General	-11.98	11.98
Bill	88160991	08/09/2025		· Adult Print General	982.720 · Adult Print General	-11.85	11.85
Bill	89061920	08/09/2025		· Youth Print General	982.760 · Youth Print General	-13.25	13.25

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Bill	89033504	08/09/2025		· Youth Print General	982.760 · Youth Print General	-13.75	13.75
Bill	89112693	08/09/2025		· Adult Print General	982.720 · Adult Print General	-79.98	79.98
Bill	89112689	08/09/2025		· Adult Print General	982.720 · Adult Print General	-36.24	36.24
Bill	89112692	08/09/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	89112691	08/09/2025		· Adult Print General	982.720 · Adult Print General	-14.76	14.76
Bill	89112686	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.88	17.88
Bill	89112696	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.24	17.24
Bill	89112695	08/09/2025		· Adult Print General	982.720 · Adult Print General	-13.55	13.55
Bill	89112685	08/09/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	89112687	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89112697	08/09/2025		· Adult Print General	982.720 · Adult Print General	-15.65	15.65
Bill	89112690	08/09/2025		· Adult Print General	982.720 · Adult Print General	-47.60	47.60
Bill	89112688	08/09/2025		· Adult Large Print	982.710 · Adult Large Print	-38.30	38.30
Bill	89112694	08/09/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-18.93	18.93
Bill	89135248	08/09/2025		· Adult Print General	982.720 · Adult Print General	-76.58	76.58
Bill	89135245	08/09/2025		· Adult Print General	982.720 · Adult Print General	-48.16	48.16
Bill	89135249	08/09/2025		· Adult Print General	982.720 · Adult Print General	-144.27	144.27
Bill	89135242	08/09/2025		· Adult Large Print	982.710 · Adult Large Print	-43.22	43.22
Bill	89135244	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	89135243	08/09/2025		· Mobile CDL - Adult	982.720 · Adult Print General	-49.33	49.33
Bill	89135247	08/09/2025		· Mobile CDL - Adult	982.720 · Adult Print General	-37.32	37.32
Bill	89135246	08/09/2025		· Mobile CDL - Adult	982.720 · Adult Print General	-16.50	16.50
Bill	89220282	08/09/2025		· Book Club Supplies	884.128 · Book Club Supplies	-184.60	184.60
Bill	89220283	08/09/2025		· Summer Reading	884.226 · Summer Reading	-229.40	229.40
Bill	89220281	08/09/2025		· Summer Reading	884.226 · Summer Reading	-18.24	18.24
Bill	89220285	08/09/2025		· Youth Print General	982.760 · Youth Print General	-9.83	9.83
Bill	89220291	08/09/2025		· Adult Print General	982.720 · Adult Print General	-63.65	63.65
Bill	89220296	08/09/2025		· Adult Print General	982.720 · Adult Print General	-121.08	121.08
Bill	89220297	08/09/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-33.02	33.02
Bill	89220287	08/09/2025		· Adult Print General	982.720 · Adult Print General	-24.85	24.85
Bill	89220289	08/09/2025		· Adult Print General	982.720 · Adult Print General	-30.63	30.63
Bill	89220284	08/09/2025		· Adult Print General	982.720 · Adult Print General	-34.03	34.03
Bill	89220290	08/09/2025		· Adult Print General	982.720 · Adult Print General	-18.50	18.50
Bill	89220293	08/09/2025		· Adult Print General	982.720 · Adult Print General	-14.79	14.79
Bill	89220295	08/09/2025		· Adult Print General	982.720 · Adult Print General	-36.76	36.76
Bill	89220286	08/09/2025		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	89220288	08/09/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	89220292	08/09/2025		· Adult Print General	982.720 · Adult Print General	-20.38	20.38
Bill	89220298	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.61	17.61
Bill	89220299	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.19	16.19
Bill	89220294	08/09/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.57	17.57
Bill	89247735	08/09/2025		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	89247740	08/09/2025		· Adult Print General	982.720 · Adult Print General	-13.55	13.55
Bill	89247737	08/09/2025		· Adult Print General	982.720 · Adult Print General	-34.68	34.68
Bill	89247738	08/09/2025		· Adult Print General	982.720 · Adult Print General	-46.59	46.59
Bill	89247736	08/09/2025		· Adult Print General	982.720 · Adult Print General	-36.24	36.24
Bill	89247741	08/09/2025		· Adult Print General	982.720 · Adult Print General	-67.28	67.28
Bill	89247739	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89247742	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.71	16.71

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Bill	89247734	08/09/2025		· Adult Print General	982.720 · Adult Print General	-21.61	21.61
Bill	89270806	08/09/2025		· Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	89270804	08/09/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	89270805	08/09/2025		· Adult Print General	982.720 · Adult Print General	-37.37	37.37
Bill	89270808	08/09/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	89270807	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89270814	08/09/2025		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	89270812	08/09/2025		· Adult Print General	982.720 · Adult Print General	-37.85	37.85
Bill	89270813	08/09/2025		· Adult Print General	982.720 · Adult Print General	-39.21	39.21
Bill	89270809	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	89270810	08/09/2025		· Adult Print General	982.720 · Adult Print General	-20.53	20.53
Bill	89270811	08/09/2025		· Adult Print General	982.720 · Adult Print General	-19.44	19.44
Bill	89270815	08/09/2025		· Youth Print General	982.760 · Youth Print General	-100.37	100.37
Bill	89354327	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89354330	08/09/2025		· Adult Print General	982.720 · Adult Print General	-82.07	82.07
Bill	89354328	08/09/2025		· Adult Print General	982.720 · Adult Print General	-65.83	65.83
Bill	89354323	08/09/2025		· Adult Large Print	982.710 · Adult Large Print	-167.00	167.00
Bill	89354326	08/09/2025		· Adult Print General	982.720 · Adult Print General	-34.61	34.61
Bill	89354329	08/09/2025		· Adult Print General	982.720 · Adult Print General	-28.34	28.34
Bill	89354325	08/09/2025		· Adult Print General	982.720 · Adult Print General	-32.45	32.45
Bill	89354324	08/09/2025		· Adult Print General	982.720 · Adult Print General	-13.54	13.54
Bill	89397627	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89397628	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89397622	08/09/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89397630	08/09/2025		· Adult Print General	982.720 · Adult Print General	-64.11	64.11
Bill	89397625	08/09/2025		· Adult Print General	982.720 · Adult Print General	-31.75	31.75
Bill	89397629	08/09/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	89397626	08/09/2025		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	89458395	08/09/2025		· Adult Print General	982.720 · Adult Print General	-34.08	34.08
Bill	89458399	08/09/2025		· Adult Print General	982.720 · Adult Print General	-219.15	219.15
Bill	89458400	08/09/2025		· Adult Print General	982.720 · Adult Print General	-46.35	46.35
Bill	89458390	08/09/2025		· Adult Print General	982.720 · Adult Print General	-33.53	33.53
Bill	89458394	08/09/2025		· Adult Print General	982.720 · Adult Print General	-48.70	48.70
Bill	89458398	08/09/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	89458392	08/09/2025		· Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	89458388	08/09/2025		· Adult Print General	982.720 · Adult Print General	-20.52	20.52
Bill	89458393	08/09/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	89458397	08/09/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89458396	08/09/2025		· Adult Print General	982.720 · Adult Print General	-13.55	13.55
Bill	89458391	08/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.47	23.47
Bill	89458389	08/09/2025		· Adult Large Print	982.710 · Adult Large Print	-23.72	23.72
TOTAL						-3,543.92	3,543.92
Bill Pmt -Ch...	**29706**	**08/11/2025**	**A Production Cleaning Com...**	**16381 - CARPET CLEANING, HIGH TRAFFI...**	**001.001 · CSB/Operations Ch...**		**-400.00**
Bill	16381	08/11/2025		CARPET CLEANING, HIGH TRAFFIC AREA...	803.605 · Janitorial	-400.00	400.00

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TOTAL						-400.00	400.00
Bill Pmt -Ch...	**29707**	**08/11/2025**	**Blue Care Network of Michi...**	**2025 - GROUP 00277068 SUBGROUP 0002 ...**	**001.001 · CSB/Operations Ch...**		**-4,910.17**
Bill	252200036477	08/11/2025		SEPT 09/01 - 30/2025 - MED INS	710.200 · Per Svcs-Fringe Fle...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Ch...	**29708**	**08/19/2025**	**A Production Cleaning Com...**	**16405 - CLEANING, 08/03 - 16/25**	**001.001 · CSB/Operations Ch...**		**-1,750.00**
Bill	16405	08/19/2025		CLEANING, 08/03 - 16/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	**29709**	**08/19/2025**	**A T & T Mobility**	**ACCT 287286231198X - INV 08142025 - ISS...**	**001.001 · CSB/Operations Ch...**		**-216.83**
Bill	08142025	08/19/2025		2025 - PUBLIC WIFI HOT SPOTS 08/07 - 08/...	850.311 · WiFi Hotspots	-216.83	216.83
TOTAL						-216.83	216.83
Bill Pmt -Ch...	**29710**	**08/19/2025**	**Alerus Financial**	**2025 - Entity code nos. 400298 / 110320 - p...**	**001.001 · CSB/Operations Ch...**		**-5,722.49**
Bill	20250803	08/18/2025		08/03/25 - 08/16/25 - PAID 08/22/25 - PR ER ...	231.002 · Payroll Lia/401A Mtc...	-1,738.10	1,738.10
				08/03/25 - 08/16/25 - PAID 08/22/25 - PR EE ...	702.300 · Per Svcs - Retrmnt -...	-2,946.19	2,946.19
				08/03/25 - 08/16/25 - PAID 08/22/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,722.49	5,722.49
Bill Pmt -Ch...	**29711**	**08/19/2025**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Ch...**		**-309.40**
Bill	1W3Q-74FQ-PG...	08/12/2025		· Teen General Programs	884.272 · Teen General Progr...	-175.18	175.18
				· Technology Programs - Supplies	884.602 · Technology Program...	-52.11	52.11
Bill	1CCT-MCMT-DL...	08/12/2025		USB CHARGE CABLES: IS DEPT, PUBLIC	967.120 · Computers	-71.94	71.94
Bill	1GM1-VPJ3-9PPN	08/19/2025		BOOK - PATRON REQUEST	982.760 · Youth Print General	-10.17	10.17
TOTAL						-309.40	309.40
Bill Pmt -Ch...	**29712**	**08/19/2025**	**Baker & Taylor - Auto Yours...**	**2039183496**	**001.001 · CSB/Operations Ch...**		**-138.95**
Bill	2039183496	08/19/2025		· Youth Print General	982.760 · Youth Print General	-138.95	138.95
TOTAL						-138.95	138.95
Bill Pmt -Ch...	**29713**	**08/19/2025**	**Baker & Taylor - Juvenile**	**2039067292**	**001.001 · CSB/Operations Ch...**		**-77.95**

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Bill	2039067292	08/19/2025		· Youth Print General	982.760 · Youth Print General	-77.95	77.95
TOTAL						-77.95	77.95
Bill Pmt -Ch...	**29714**	**08/19/2025**	**Baker & Taylor - Unlabeled ...**		**001.001 · CSB/Operations Ch...**		**-671.09**
Bill	2039180424	08/19/2025		Youth Print General	982.760 · Youth Print General	-416.86	416.86
Bill	2039178708	08/19/2025		Youth Print General	982.760 · Youth Print General	-81.05	81.05
Bill	2039199053	08/19/2025		Youth Print General	982.760 · Youth Print General	-173.18	173.18
TOTAL						-671.09	671.09
Bill Pmt -Ch...	**29715**	**08/19/2025**	**Ballard, Kerry**	**BOOKKEEPING THRU 08/22/25**	**001.001 · CSB/Operations Ch...**		**-807.69**
Bill	20250822	08/18/2025		BOOKKEEPING THRU 08/22/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	**29716**	**08/19/2025**	**Bandyke, Martin**	**EXHIBIT AUDIO TOUR**	**001.001 · CSB/Operations Ch...**		**-800.00**
Bill	21925SP	08/19/2025		EXHIBIT AUDIO TOUR	884.411 · Songfest	-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Ch...	**29717**	**08/19/2025**	**Chelsea School District**	**COMMUNITY EDUCATION FALL BROCHUR...**	**001.001 · CSB/Operations Ch...**		**-385.00**
Bill	25-4136-VK	08/18/2025		FULL PAGE ADVERTISEMENT	880.110 · Media Buy	-385.00	385.00
TOTAL						-385.00	385.00
Bill Pmt -Ch...	**29718**	**08/19/2025**	**Chelsea Update**	**2025 - BUDGET MEETING INVOICE**	**001.001 · CSB/Operations Ch...**		**-75.00**
Bill	25-4135-VK	08/12/2025		2025 - BUDGET MEETING INVOICE	880.110 · Media Buy	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Ch...	**29719**	**08/19/2025**	**Cintas Corporation-300**	**4239568164 ACCT# 14203324**	**001.001 · CSB/Operations Ch...**		**-166.37**
Bill	4239568164	08/19/2025		RUGS	729.300 · Supplies-Cleaning R...	-143.79	143.79
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning S...	-22.58	22.58
TOTAL						-166.37	166.37

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Bill Pmt -Ch...	**29720**	**08/19/2025**	**City of Chelsea-Elect & Water**	**JUL - 06/30/25 - 07/31/2025 - UTILITIES: EL...**	**001.001 · CSB/Operations Ch...**		**-9,537.36**
Bill	20250830	08/19/2025		2025 -WATER - JUL - 06/30/25 - 07/31/2025	920.110 · City of Chelsea Water	-85.43	85.43
				2025 - SEWER - JUL - 06/30/25 - 07/31/2025	920.120 · City of Chelsea Sewer	-167.44	167.44
				2025 - ELECTRICITY - JUL - 06/30/25 - 07/31...	920.130 · City of Chelsea Elect...	-8,935.73	8,935.73
				2025 - MoBee/GARAGE - JUL - 06/30/25 - 07/...	920.131 · MoBee - Garage ele...	-49.56	49.56
					920.150 · City of Chelsea Spri...	-299.20	299.20
TOTAL						-9,537.36	9,537.36
Bill Pmt -Ch...	**29721**	**08/19/2025**	**Constellation NewEnergy-G...**	**2025 - INV 4379515 - ACCT BG-303066 - JU...**	**001.001 · CSB/Operations Ch...**		**-552.89**
Bill	4379515	08/19/2025		JUL - 06/19 - 07/21/25	920.200 · McKune Gas	-552.89	552.89
TOTAL						-552.89	552.89
Bill Pmt -Ch...	**29722**	**08/19/2025**	**Dollar Bill Printing**		**001.001 · CSB/Operations Ch...**		**-315.67**
Bill	DB-104618-INV	08/18/2025		CAREER AND COLLEGE RESOURCE FLYER	880.340 · Printed Items / Stati...	-295.09	295.09
Bill	DB-104731-INV	08/19/2025		DISPLAYS	880.310 · Displays	-20.58	20.58
TOTAL						-315.67	315.67
Bill Pmt -Ch...	**29723**	**08/19/2025**	**Envisionware Inc**	**INV-US-77681 - PO 25-7681-SWR**	**001.001 · CSB/Operations Ch...**		**-603.75**
Bill	INV-US-77681	08/12/2025		MOBILEPRINT SUBSCRIPTION, 11/01/25 - 1...	803.320 · Comprise	-603.75	603.75
TOTAL						-603.75	603.75
Bill Pmt -Ch...	**29724**	**08/19/2025**	**HAINES, CHELSEA GRAY**	**REIMBURSEMENT FOR FOUND BOOK**	**001.001 · CSB/Operations Ch...**		**-14.99**
Bill	25-5016-AZ	08/19/2025		REIMBURSEMENT FOR FOUND BOOK	982.760 · Youth Print General	-14.99	14.99
TOTAL						-14.99	14.99
Bill Pmt -Ch...	**29725**	**08/19/2025**	**KeyBank**	**A/C Ending .....3195 07/10 - 08/09/25 DU...**	**001.001 · CSB/Operations Ch...**		**-7,032.23**
Bill	20250906	08/19/2025		CHELSEA WELLNESS - AUG HEALTH STIP...	969.620 · Staff In-Service & A...	-104.84	105.00
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-169.75	170.00
				PROLIGHTING - PORTICO LED LIGHTS	732.100 · Supplies-MNT-Light ...	-31.70	31.74
				ASSOC OF BOOKMOBILES - ABOS CONF ...	969.143 · Other Staff Travel	-474.32	475.00
				ALL 4 PROMOS - CHS OPEN HOUSE, STRE...	880.421 · General Youth/Teen ...	-386.35	386.90
				ASSOC OF BOOKMOBILES - ABOS CONF ...	969.143 · Other Staff Travel	-474.32	475.00
				AUTOZONE - WASHER FLUID	732.400 · Mobile CDL	-7.39	7.41
				CLEARY'S - MARKETING MEETING	880.320 · Misc Marketing Sup...	-40.82	40.88
				4IMPRINT - BACK-TO-SCHOOL KEYCHAIN...	880.423 · Summer Reading Pr...	-911.82	913.12

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				DELTA - AIRFARE ABOS, MAYES	969.143 · Other Staff Travel	-266.58	266.96
				BRITTEN - WORKING AMERICAN ENTRAN...	880.311 · Exhibits	-619.12	620.00
				ALA, CHICAGO BOOKS & JOURNAL - ALA ...	880.431 · General Library Prog...	-18.53	18.55
				META, FB - MITA ADS	880.110 · Media Buy	-30.15	30.19
				META, FB - MITA ADS	880.110 · Media Buy	-1.93	1.93
				4IMPRINT - CHELSEA FAIR WOMEN'S DAY ...	880.340 · Printed Items / Stati...	-420.07	420.67
				MCLS - SUPERVISOR SERIES WEBINAR	969.145 · Workshops	-79.88	80.00
				MICHAELS - 15 HOUR PRIZE REPLENISHM...	884.277 · Teen Summer Readi...	-76.72	76.82
				WASHTENAW PARKS - SRP GRAND PRIZE...	884.226 · Summer Reading	-99.86	100.00
				KROGER - TEEN PROGRAMS	884.272 · Teen General Progr...	-45.88	45.94
				COTTAGE INN - D&D FINALE SUPPLIES	884.277 · Teen Summer Readi...	-58.11	58.19
				GFS - PATHWAY TO RENEWAL SNACKS	884.126 · General Adult Progr...	-38.92	38.98
				VENTRIS LEARNING - UFLI FOUNDATIONS...	982.760 · Youth Print General	-89.88	90.00
				ALIGNED - DECODEABLE BOOKS	982.760 · Youth Print General	-449.27	449.91
				COTTAGE INN - PIZZA FOR FINALE	884.926 · Youth Prog Rest Gift...	-169.10	169.34
				POLLYS - ICE CREAM TUBS	884.277 · Teen Summer Readi...	-30.71	30.75
				MEIJER - GEN PROGRAMS ($44.94 + $66.1...	884.272 · Teen General Progr...	-44.88	44.94
				MEIJER - SRP ($44.94 + $66.16 = $111.10)	884.277 · Teen Summer Readi...	-66.06	66.16
				COTTAGE INN - FINALE PIZZA PARTY	884.277 · Teen Summer Readi...	-253.57	253.93
				SPAD'S TWISTERS - SRP	884.272 · Teen General Progr...	-14.98	15.00
				MICHAELS - PAINT FOR YSG PARTY	884.265 · YSG Recognition	-82.66	82.78
				ZOU ZOU'S - STAFF SRP PRIZE	884.126 · General Adult Progr...	-103.86	104.00
				POLLY'S - YSG FINALE SUPPLIES	884.265 · YSG Recognition	-8.56	8.58
				SPAD'S - YSG FINALE SUPPLIES	884.265 · YSG Recognition	-8.11	8.13
				SPAD'S - YSG FINALE SUPPLIES	884.265 · YSG Recognition	-62.09	62.17
				COMMON GRILL - MITA	884.962 · Music in the Air - Re...	-125.70	125.88
				GOLDEN LIMO - MITA ARTIST TRANSPORT...	884.412 · Music in the Air	-224.68	225.00
				CRAIN'S BUSINESS - 1 MONTH SUB, PATR...	982.620 · Daily Newspapers	-1.00	1.00
				CLEARY'S - CORYELL, MORRISON FROM ...	960.200 · Director Expense	-40.82	40.88
				CHELSEA BAKERY - COMMUNITY PICNIC ...	884.126 · General Adult Progr...	-113.84	114.00
				ZOU ZOU'S - STAFF APP, LISA SKYLIS, SH...	969.940 · Staff Apprec - Restri...	-51.92	52.00
				CHELSEA VILLAGE FLOWERS - STAFF ME...	969.620 · Staff In-Service & A...	-75.50	75.60
				BUMBLE DRY GOODS - CARDS	727.100 · Supplies - General ...	-10.58	10.60
				ALA - ANNUAL MEMBERSHIP, 4227710, CO...	969.310 · Director Memberships	-124.82	125.00
				LOS TRES AMIGOS - L BALLARD & CORYE...	969.620 · Staff In-Service & A...	-39.51	39.57
				CLEARYS - L BALLARD, CORYELL, POWER...	969.620 · Staff In-Service & A...	-68.04	68.14
				POLLYS - PROGRAM SUPPLIES	884.962 · Music in the Air - Re...	-11.46	11.48
				ZINGERMANS - MITA, ARTISTS & DONORS	884.962 · Music in the Air - Re...	-266.74	267.12
				SMOKEHOUSE 52, BALLARD, CORYELL, R...	969.620 · Staff In-Service & A...	-74.24	74.34
				GO DADDY - WEBSITE HOSTING AND SER...	803.395 · Website Hosting & S...	-23.15	23.19
				ZOOM - CONF SOFTWARE 07/24 - 08/23/25	967.200 · Equipment Software	-39.44	39.50
TOTAL						-7,032.23	7,042.27
Bill Pmt -Ch...	**29726**	**08/19/2025**	**KNIGHT TECHNOLOGY GR...**	**2025 - AUG - DATTO CLOUD BACKUP - DI...**	**001.001 · CSB/Operations Ch...**		**-1,100.00**
Bill	26801	08/12/2025		AUG - DATTO CLOUD BACKUP - DISASTER...	803.390 · Computers	-1,100.00	1,100.00

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-1,100.00	1,100.00
Bill Pmt -Ch...	**29727**	**08/19/2025**	**MI Dept of Licensing & Reg...**	**Serial #044184**	**001.001 · CSB/Operations Ch...**		**-319.30**
Bill	044184	08/19/2025		ANNUAL CERTIFICATE RENEWAL	803.630 · Elevator	-61.80	61.80
				ANNUAL INSPECTIONS - 1 YEAR DEVICES	803.630 · Elevator	-180.25	180.25
				HOISTAWAY FEE - OPENINGS (3) X $25.75 ...	803.630 · Elevator	-77.25	77.25
TOTAL						-319.30	319.30
Bill Pmt -Ch...	**29728**	**08/19/2025**	**Midwest Tape**	**507589081**	**001.001 · CSB/Operations Ch...**		**-18.74**
Bill	507589081	08/19/2025		SUMMER DVDs	982.480 · Youth Video DVD	-18.74	18.74
TOTAL						-18.74	18.74
Bill Pmt -Ch...	**29729**	**08/19/2025**	**Montange, Jeremy**	**PLAQUE RESTORATIONS AND ROSE PLA...**	**001.001 · CSB/Operations Ch...**		**-125.00**
Bill	25-1046-LC	08/13/2025		PLAQUE RESTORATIONS AND ROSE PLA...	884.265 · YSG Recognition	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Ch...	**29730**	**08/19/2025**	**RK Studios**	**MUSIC IN THE AIR PHOTOS - 2.25 HR - 202...**	**001.001 · CSB/Operations Ch...**		**-337.50**
Bill	25-4134-VK	08/12/2025		MUSIC IN THE AIR PHOTOS - 2.25 HR @ $1...	880.522 · Photography Services	-337.50	337.50
TOTAL						-337.50	337.50
Bill Pmt -Ch...	**29731**	**08/19/2025**	**SMART BUSINESS SOURCE**	**WO-263080-1**	**001.001 · CSB/Operations Ch...**		**-424.70**
Bill	WO-263080-1	08/18/2025		GENERAL SUPPLIES	727.100 · Supplies - General ...	-253.85	253.85
				PAPER PRODUCTS	729.100 · Supplies-Cleaning-P...	-170.85	170.85
TOTAL						-424.70	424.70
Bill Pmt -Ch...	**29732**	**08/19/2025**	**The Library Network**		**001.001 · CSB/Operations Ch...**		**-19,955.28**
Bill	76176	08/12/2025		ENVISIONWARE, CLIENT SERVICES, 01/01...	803.320 · Comprise	-1,072.69	1,072.69
Bill	76246	08/18/2025		SAS BASIC FEE JUL25 - SEP25	965.200 · Shared Automation ...	-5,868.81	5,868.81
				SAS CIRCULATION CHARGES JUL25 - SEP...	965.200 · Shared Automation ...	-2,921.11	2,921.11
				SAS ITEM LINKED CHARGES JUL25 - SEP25	965.100 · Bibliographic Databa...	-1,307.37	1,307.37
Bill	76296	08/19/2025		OVERDRIVE SERVICE FEE AND CONTENT...	982.411 · Ebooks / Overdrive	-6,914.01	6,914.01
				OVERDRIVE MAGAZINES	982.413 · Emags	-1,871.29	1,871.29

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
TOTAL						-19,955.28	19,955.28
Bill Pmt -Ch...	**29733**	**08/19/2025**	**Ingram Library Services**		**001.001 · CSB/Operations Ch...**		**-1,432.92**
Bill	88541895	08/19/2025		· Book Club Supplies	884.128 · Book Club Supplies	-343.20	343.20
Bill	89397624	08/19/2025		· Youth Print General	982.760 · Youth Print General	-17.33	17.33
Bill	89397623	08/19/2025		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	89458401	08/19/2025		· Adult Print General	982.720 · Adult Print General	-58.06	58.06
Bill	89458403	08/19/2025		· Adult Print General	982.720 · Adult Print General	-42.51	42.51
Bill	89458405	08/19/2025		· Adult Print General	982.720 · Adult Print General	-65.29	65.29
Bill	89458404	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89458402	08/19/2025		· Adult Print General	982.720 · Adult Print General	-14.79	14.79
Bill	89486584	08/19/2025		· Adult Print General	982.720 · Adult Print General	-86.25	86.25
Bill	89486581	08/19/2025		· Adult Print General	982.720 · Adult Print General	-34.91	34.91
Bill	89486587	08/19/2025		· Adult Ref.	982.730 · Adult Ref.	-66.76	66.76
Bill	89486586	08/19/2025		· Adult Print General	982.720 · Adult Print General	-16.47	16.47
Bill	89486582	08/19/2025		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	89486585	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89486583	08/19/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	89530391	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89530394	08/19/2025		· Adult Print General	982.720 · Adult Print General	-51.66	51.66
Bill	89530397	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89530395	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	89530398	08/19/2025		· Adult Print General	982.720 · Adult Print General	-34.07	34.07
Bill	89530390	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89530392	08/19/2025		· Adult Print General	982.720 · Adult Print General	-52.73	52.73
Bill	89530393	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89530389	08/19/2025		· Adult Large Print	982.710 · Adult Large Print	-18.66	18.66
Bill	89530399	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89530396	08/19/2025		· Adult Print General	982.720 · Adult Print General	-15.93	15.93
Bill	89560123	08/19/2025		· Adult Print General	982.720 · Adult Print General	-29.43	29.43
Bill	89560120	08/19/2025		· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	89560125	08/19/2025		· Adult Print General	982.720 · Adult Print General	-51.66	51.66
Bill	89560124	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89560121	08/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.03	17.03
Bill	89560127	08/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.70	16.70
Bill	89560122	08/19/2025		· Adult Print General	982.720 · Adult Print General	-38.01	38.01
Bill	89560130	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89560131	08/19/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	89560132	08/19/2025		· Adult Print General	982.720 · Adult Print General	-11.63	11.63
Bill	89560133	08/19/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	89560128	08/19/2025		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	89560134	08/19/2025		· Adult Print General	982.720 · Adult Print General	-34.08	34.08
Bill	89560129	08/19/2025		· Adult Print General	982.720 · Adult Print General	-13.25	13.25
Bill	89560136	08/19/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-11.87	11.87
TOTAL						-1,432.92	1,432.92

Chelsea District Library
Monthly Check Register
August 2025

Type	Num	Date	Name	Memo	Account	Paid Amou...	Original Amo...
Bill Pmt -Ch...	**29734**	**08/19/2025**	**Midwest Tape**	**507556863**	**001.001 · CSB/Operations Ch...**		**-26.99**
Bill	507556863	08/19/2025		SUMMER DVDs	982.480 · Youth Video DVD	-26.99	26.99
TOTAL						-26.99	26.99
Bill Pmt -Ch...	**29735**	**08/22/2025**	**UNIVERSITY OFFICE TECH...**	**591436867 - ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Ch...**		**-763.90**
Bill	591436867	08/22/2025		PUBLIC COPIER	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTERS	803.103 · Small Printer Mainte...	-84.90	84.90
TOTAL						-763.90	763.90

Chelsea District Library
Donation and Restricted
January through August 2025

	Jan - Aug 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	551	551	0
674.101 · Designated Youth Collection	20	20	0
674.110 · Designated Adult Programming	4,300	5,300	(1,000)
674.111 · Designated Youth Programming	5,750	5,550	200
674.112 · Designated Music Focus Programs	1,000	3,000	(2,000)
674.113 · Designated Exhibits Programming	2,000	2,500	(500)
674.120 · Undesignated Donation	14,940	15,488	(548)
674.140 · Designated Capital	8,200	8,200	0
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	37,511	44,359	(6,848)
Total Income	37,511	44,359	(6,848)
Gross Profit	37,511	44,359	(6,848)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	1,933	2,000	(67)
Total 884.211 · Authors in Chelsea	1,933	2,000	(67)
Total 884.210 · Youth Speakers	1,933	2,000	(67)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	700	2,000	(1,300)
884.962 · Music in the Air - Restricted	440	1,000	(560)
Total 884.400 · Music Focus	1,140	3,000	(1,860)
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	1,513	1,000	513
Total 884.500 · Artist In Residence	1,513	1,000	513
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,276	1,500	(224)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	752	750	2
Total 884.910 · Adult Programming Restricted	2,028	3,500	(1,472)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	3,727	3,750	(23)
Total 884.920 · Youth Programming Restricted	3,727	4,000	(273)

Chelsea District Library
Donation and Restricted
January through August 2025

	Jan - Aug 25	Budget	$ Over Budget
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	50	50	0
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	10,391	13,550	(3,159)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	377	750	(373)
Total 969.600 · Staff Training, In-Service	377	750	(373)
Total 969.000 · CE, Staff Development & Travel	377	750	(373)
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	50	(50)
982.920 · Youth Collection Restricted	20	20	0
Total 982.000 · Collection Expense	20	70	(50)
Total Expense	10,788	17,370	(6,582)
Net Ordinary Income	26,723	26,989	(266)
Net Income	26,723	26,989	(266)

4:58 PM
09/03/25
Accrual Basis

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

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	TOTAL Jan - Dec 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue 402	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	8,872	0	0	0	0	0	95,694	92,000	3,694	104%
574.100 · Penal Fines	0	0	0	0	0	0	0	12,034	0	0	0	0	12,034	10,000	2,034	120%
645.100 · Copiers & Printers	0	508	404	430	687	430	496	187	251	0	0	0	3,393	4,000	(607)	85%
657.100 · Non-Resident Fees 607.100	0	156	250	125	1,531	0	0	0	0	0	0	0	2,062	4,000	(1,938)	52%
657.200 · ILL Fees/Collection Agency Rec	0	15	15	45	330	0	45	15	0	0	0	0	465	600	(135)	78%
665.000 · Bank Interest 665.100	84	82	69	41	44	30	41	27	0	0	0	0	418	800	(382)	52%
665.100 · Investment Gains/Losses 666.100	3,953	21,212	5,654	8,194	7,733	5,880	7,701	14,786	0	0	0	0	75,113	72,000	3,113	104%
669.000 · Investment Value Change 665.500	(1,422)	1,829	1,497	806	(1,592)	2,083	(1,279)	2,723	0	0	0	0	4,645	0	4,645	100%
671.000 · Misc Income & Refunds 606.000	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	7,535	1,290	1,451	6,450	1,080	280	500	0	0	0	38,011	44,359	(6,348)	86%
Total Income	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	751	0	0	0	2,621,186	2,630,960	(9,774)	100%
Gross Profit	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	751	0	0	0	2,621,186	2,630,960	(9,774)	100%
Expense																
701.000 · Personnel Svcs Control Acct 701	73,746	102,758	107,559	104,934	150,738	103,448	106,463	104,151	49,212	0	0	0	903,009	1,377,309	(474,300)	66%
727.000 · Supplies 727	1,812	624	613	639	1,994	370	2,483	1,750	349	0	0	0	10,634	18,900	(8,266)	56%
731.000 · Other Svc - Postage 727.700	0	65	0	0	64	531	128	0	64	0	0	0	852	900	(48)	95%
732.000 · Supplies-Maintenance 727.800	52	344	1,077	0	0	243	102	158	52	0	0	0	2,028	3,000	(972)	68%
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	4,222	1,031	0	0	0	50,150	116,612	(66,462)	43%
802.000 · Admin-Fees & Misc Costs 801.300	97	6	7	47	379	43	63	41	35	0	0	0	718	1,540	(822)	47%
803.000 · Maintenance Service Contracts	9,536	8,774	8,020	30,107	19,626	10,249	11,519	10,330	0	0	0	0	108,161	186,860	(78,699)	58%
850.000 · Telecommunications	2,503	(295)	2,153	3,882	1,543	2,040	2,032	2,949	1,604	0	0	0	18,411	46,420	(28,009)	40%
880.000 · Promotional Materials	7,093	12,077	7,041	8,779	5,586	2,117	3,786	7,553	6,390	0	0	0	60,422	86,050	(25,628)	70%
884.000 · Programming	10,910	4,467	58,941	8,954	8,072	8,251	3,410	11,222	1,235	4,000	0	0	119,462	164,695	(45,233)	73%
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	10,090	0	0	0	0	42,346	69,950	(27,604)	61%
960.000 · Board & Director Expense	87	182	221	229	502	123	1,802	41	0	0	0	0	3,187	3,500	(313)	91%
965.000 · Automation Services	13,592	0	0	10,097	0	0	0	10,097	0	0	0	0	33,786	51,968	(18,182)	65%
966.000 · Insurance 801.200	0	0	3,043	3,895	0	0	0	144	0	0	0	0	7,082	23,218	(16,136)	31%
967.000 · Equipment	245	9,646	1,493	2,570	1,326	488	4,613	619	64	0	0	0	21,064	52,200	(31,136)	40%
969.000 · CE, Staff Development & Travel	1,021	1,592	5,534	2,973	526	1,012	2,415	2,095	0	0	0	0	17,168	31,521	(14,353)	54%
970.000 · Capital Expense 980.00	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	21,994	9,279	0	0	0	168,117	273,996	(105,879)	61%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653			
Total Expense	211,824	178,238	302,895	199,936	275,351	165,417	174,898	191,280	69,315	4,000	0	0	1,773,154	2,773,107	(999,953)	64%
Net Ordinary Income	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,255)	(161,228)	(68,564)	(4,000)	0	0	848,032	(142,147)	990,179	
Other Income/Expense																
Other Expense																
995.001 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	1	(1)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
Net Income	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,255)	(161,228)	(68,564)	(4,000)	0	0	848,032	(188,948)	1,036,980	

5:11 PM
09/03/25
Accrual Basis

Chelsea District Library
Profit & Loss Prev Year Comparison
January 1 through September 3, 2025

	Jan 1 - Sep 3, 25	Jan 1 - Sep 3, 24	$ Change	% Change
Ordinary Income/Expense				
Income				
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%
574.100 · Penal Fines	12,034.27	14,573.92	-2,539.65	-17.43%
645.100 · Copiers & Printers	3,392.93	2,967.35	425.58	14.34%
657.100 · Non-Resident Fees 607.100	2,062.50	2,203.12	-140.62	-6.38%
657.200 · ILL Fees/Collection Agency Rec	465.00	357.00	108.00	30.25%
665.000 · Bank Interest 665.100	418.39	1,031.39	-613.00	-59.43%
665.100 · Investment Gains/Losses 666.100	75,112.42	48,710.92	26,401.50	54.2%
669.000 · Investment Value Change 665.500	4,644.83	6,117.49	-1,472.66	-24.07%
671.000 · Misc Income & Refunds 606.000	8,750.00	10,544.45	-1,794.45	-17.02%
674.000 · Revenue Contribution & Donation	38,010.68	31,508.32	6,502.36	20.64%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
699.000 · TRANSFER IN FROM OTHER FUND	0.00	71,766.13	-71,766.13	-100.0%
Total Income	2,621,185.91	2,472,677.05	148,508.86	6.01%
Gross Profit	2,621,185.91	2,472,677.05	148,508.86	6.01%
Expense				
701.000 · Personnel Svcs Control Acct 701	903,008.28	808,175.83	94,832.45	11.73%
727.000 · Supplies 727	10,634.23	7,767.99	2,866.24	36.9%
731.000 · Other Svc - Postage 727.700	851.62	271.69	579.93	213.45%
732.000 · Supplies-Maintenance 727.800	2,027.70	2,105.51	-77.81	-3.7%
758.000 · FUEL - DIESEL	264.21	0.00	264.21	100.0%
801.000 · Professional & Contractual Svcs	50,152.23	53,432.28	-3,280.05	-6.14%
802.000 · Admin-Fees & Misc Costs 801.300	718.84	377.11	341.73	90.62%
803.000 · Maintenance Service Contracts	108,161.53	90,046.79	18,114.74	20.12%
850.000 · Telecommunications	18,409.80	21,435.77	-3,025.97	-14.12%
880.000 · Promotional Materials	60,421.97	62,308.43	-1,886.46	-3.03%
884.000 · Programming	115,463.27	118,498.62	-3,035.35	-2.56%
885.000 · Volunteer	458.21	379.73	78.48	20.67%
920.000 · Utilities	42,345.83	36,007.80	6,338.03	17.6%
960.000 · Board & Director Expense	3,186.66	2,845.55	341.11	11.99%
965.000 · Automation Services	33,786.87	24,069.16	9,717.71	40.37%
966.000 · Insurance 801.200	7,082.00	5,872.00	1,210.00	20.61%
967.000 · Equipment	21,064.49	25,457.75	-4,393.26	-17.26%
969.000 · CE, Staff Development & Travel	17,167.99	14,988.14	2,179.85	14.54%
970.000 · Capital Expense 980.00	202,181.92	135,189.02	66,992.90	49.56%
982.000 · Collection Expense	168,116.28	123,724.78	44,391.50	35.88%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
Total Expense	1,769,156.93	1,532,953.95	236,202.98	15.41%
Net Ordinary Income	852,028.98	939,723.10	-87,694.12	-9.33%
Net Income	**852,028.98**	**939,723.10**	**-87,694.12**	**-9.33%**

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

August 31, 2025

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$97,829.93	$26,420.18	$124,250.11
Paypal Account	003.002	$100.00	$50.00	$150.00
Cash on Hand		$97,929.93	**$26,470.18**	**$124,400.11**
Ameriprise Account				
MMF - Interest and earnings	017.003	$1,863,326.44	17,509.52	$1,880,835.96
MMF - Deposits and withdrawls	017.003		-$200,000.00	-$200,000.00
Fixed Income Fund	017.004	$957,658.42		$957,658.42
Investment Partners Total		**$2,820,984.86**	**-$182,490.48**	**$2,638,494.38**
Total General Fund		**$2,918,914.79**	**-$156,020.30**	**$2,762,894.49**

8.1

Ameriprise August 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	$2,820,984.86	$0.00	$14,786.28	$2,723.24		$2,838,494.38
09/30/25						$0.00
10/31/25						$0.00
11/30/25						$0.00
12/31/25						$0.00
Balance YTD	$1,838,737.13	$1,570,000.00	$75,112.42	$4,644.83	$650,000.00	$2,838,494.38
	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 September 2025 board meeting

Staff Announcements

September Staff Work Anniversaries

- Assistant Director Linda Ballard, 30 years on September 18 (the anniversary gift for 30 years is the pearl. And she prefers Navajo pearls, btw. Just sayin'...)
- Library Assistant Samantha Banda, two years on September 6
- Marketing Assistant Katie Hepler, one year on September 16
- Library Aide Julie Pecka, ten years on September 15
- Head of Technology Scott Rakestraw, six years on September 30
- Head of Circulation Amy Zoran, thirteen years on September 27

Congratulations one and all!

Head of Technology Scott Rakestraw's Retirement

Scott Rakestraw, our intrepid head of technology services, will be retiring from CDL at the end of this year. Scott has been such an asset to our library community since he joined our team in 2019, and he will be greatly missed. He tirelessly steered us through many challenges --- including COVID -- with expertise, confidence, calm, and humor. During his tenure here, he was an indefatigable advocate for the good that technology can bring to the public library. He soothed our fears and empowered us to harness technology's impressive power to the library's benefit. I will miss his counsel, dry wit, and dedication to our mission.

The posting for his replacement has gone out, and we received some very qualified applicants. Our plan is to select three or four to interview the week of September 15 with a new hire in place by October 13. This will give the new hire the opportunity to train with Scott before his departure.

Acronyms: Vegetable Soup

Here is libraryland, we love to toss around acronyms. Here's a list I've compiled to keep you in the loop:

MLA – Michigan Library Association. A collaborative network of libraries, library professionals, and supporters working together to protect and promote our libraries and advance the library professionals in Michigan.

LOM – Library of Michigan. The Michigan legislature created the Library of Michigan to guarantee the people of this State and their government one perpetual institution to collect, preserve, and provide access to the story of the State and to support libraries in their role as essential community anchors.

PLA – Public Library Association. PLA enhances the development and effectiveness of public library staff and public library service. This mission positions PLA to focus its efforts on serving the needs of its members, address issues which affect public libraries, and commit to quality public library services that benefit the general public.

ALA – American Library Association. A nonprofit organization that supports and advocates for libraries and librarians in the US and worldwide. Its activities

include advocacy for libraries, deafening intellectual freedom, promoting literacy, and professional development.

TLN – The Library Network. TLN is the largest library cooperative in Michigan that works to maximize the use of state funding for library services to Michigan residents and visitors through innovative collaboration and resource sharing. Its mission is to create a vibrant, collaborative partnership among its member libraries, driving access to shared services and resources. CDL belongs to this cooperative.

SAS – Shared Automated Services. SAS is an online library catalog of books (both print and digital), audiobooks, cds, videos, and other materials owned by participating TLN libraries throughout Southeast Michigan in Wayne, Oakland, Washtenaw, and Livingston Counties. The SAS team supports the shared catalog including the back-end system, the public interface of the website, related configurations, reports, and more.

JCTSE – Just Checking to See... if you are still reading this long list 🙂

SASUG– SAS Users Group. The TLN Shared Automation System User Group (SASUG) provides access to and sharing of resources among members by means of an integrated automation system that reflects the holdings and availability of materials of all participating libraries. The User Group is structured for active participation by all member libraries to provide a reliable and cost-effective system that is designed with cohesive practices and policies among members. The User Group is responsible for the operation and governance of the shared automation system and will represent its member libraries to the TLN Board and within the cooperative. Members can login for access to SASUG materials.

Strategic Plan 2024-28 Progress in August 2025

1.2 Elevate the library as a location for community building

- Hosted CommUNITY Picnic with Chelsea Area Chamber of Congress on library lawn with more than 75 attendees.

1.3 Be the go-to resource in the district for information access and validity (includes AI)

- CDL staff delivered custom booklists and presentations for CHS teachers to help students choose their classroom reading material.

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

- Library Director shared library news at weekly Rotary meetings.
- CDL staff presented at Chelsea Schools Opening Day to district staff about library resources and early literacy tips.
- Mobee in Chelsea Fair parade.
- CDL staff attended school open houses.

Out and About: Meetings/Activities Attended August 2025

- Rotary meetings – August 5,12 & 19
- Meeting with Roy Xu of Robin Hills Farm – August 7
- Library of Michigan Directors Zoom – August 8
- CDL/Chamber CommUNITY Picnic – August 9
- Key Community Stakeholders meeting – August 14
- Meal prep at Ronald McDonald House with Rotary – August 15
- Rotary trailer at Chelsea Fair – August 22
- Fair Parade – August 23

August Highlights

- August is a lighter month involving a lot of preparation for the upcoming school year. This year included attending the Chelsea School District's staff professional development day to present on literacy resources, attending all four school open houses to promote library card sign-up, and coordinating classroom visits for early September.
- August is also a nice month for community partnerships. We took Mobee to the Chelsea Community Fair, and participated in the Fair parade. We also partnered with the Chelsea Area Chamber of Commerce to offer the CommUNITY picnic, which was a breakfast this time. We sourced all of the food locally and had excellent attendance, with 76 people. We even had a visit from U.S. Representative Debbie Dingle.
- Late August was spent condition reporting and installing the exhibit, Working America. It was a wonderful team effort, with contributions from Catherine, Martha, and Kerry primarily.

Meetings, Presentations, and Outreach

- There is no Chamber outreach meeting in August
- Lori and I met with Roy at Robin Hills Farms to discuss the venue space for Song Fest.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
8/2/2025	MITA Concert	145			
8/3/2025	MITA Mini Concerts at SM & Dancey	75			
8/6/2025	Reading Glasses Book Club	6			
8/9/2025	commUNITY Picnic	76			
8/11/2025	Puzzle Race Returns	18			
8/13/2025	Books & Banter	7			
	Adult Program Totals	*327*			
	Early Literacy Program Attendance summer break				
8/14/2025	Thrilling Thursdays - Yoga Storytime	22			
	Early Literacy Program Totals	22			
	Youth Program Attendance				

8/2/2025	MITA Family Concert	19			
8/4/2025	Summer LEGO Club	17			
8/5/2025	Where's Waldo	22			
8/5/2025	The Rookery Chess Clinics	6			
8/6/2025	Youth Creativity Zine	6			
8/12/2025	The Rookery Chess Clinics	4			
8/26/2025	The Rookery Chess Clinics	6			
	Youth Program Totals	80			
	Teen Program Attendance				
8/1/2025	YSP Volunteer Party	12			
8/7/2025	Tech Take Apart	4			
	Teen Program Totals	16			
	Outreach Program Attendance				
8/7/2025	Storytime @ ECC (youth)	26			
8/8/2025	CERC Teen Takeover at TimberTown (teen)	50			
8/11/2025	Brio Wellness Fair (adult)	25			
8/14/2025	Silver Maples Book Club (adult)	6			
8/18/2025	Storytime @ Mudpies (youth)	26			
8/19/2025	CSD Opening Day (youth)	30			
8/20/2025	Open House @ North Creek Elementary (youth)	223			
8/20/2025	Open House @ South Meadows Elementary (youth)	131			
8/20/2025	Open House @ Beach Middle School (youth)	243			
8/20/2025	Open House @ CHS (teen)	87			
8/21/2025	Pines Book Club (adult)	7			
	Outreach Program Totals	854			
	Mobee Visit Program Attendance				
8/5/2025	Pines (outreach, adult)	*4*			
8/7/2025	Camp Gabika(outreach, youth)	*42*			
8/11/2025	Dancey House (UMRC) (outreach, adult)	*10*			

8/13/2025	Sylvan Crossing (outreach, family)	*3*			
8/18/2025	North Lake United Methodist Church (outreach, adult	*0*			
8/19/2025	Chelsea Fair Kids Day (outreach, family)	*8*			
8/23/2025	Chelsea Fair Parade (outreach, family)	*500*			
8/25/2025	Silver Maples (outreach, adult)	*9*			
8/28/25	CHS Contemporary Lit	*23*			
	Mobee Totals	*76*			

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
8/12/2025	Evenings in the Engine	2
8/26/2025	Evenings in the Engine	0

One-One Appointment Stats

Number of attendees at appointments & tours	28
Number of Unique Users	14

Reference, Collections, Deliveries, and Other

Services	August 25
Reference Questions	2911
CDL Delivers & Deposit Book Deliveries	12

*The Chelsea District Library was closed on Sunday, Aug 31st for Shared System Maintenance.

Collections and Usage

Library IQs metrics Dashboard gives a quick view of ways the collections are performing. The month's data is "locked in" on the 15th of the following month. This means that the charts you see are for the month prior

Physical Only (CDL Owned Items only)

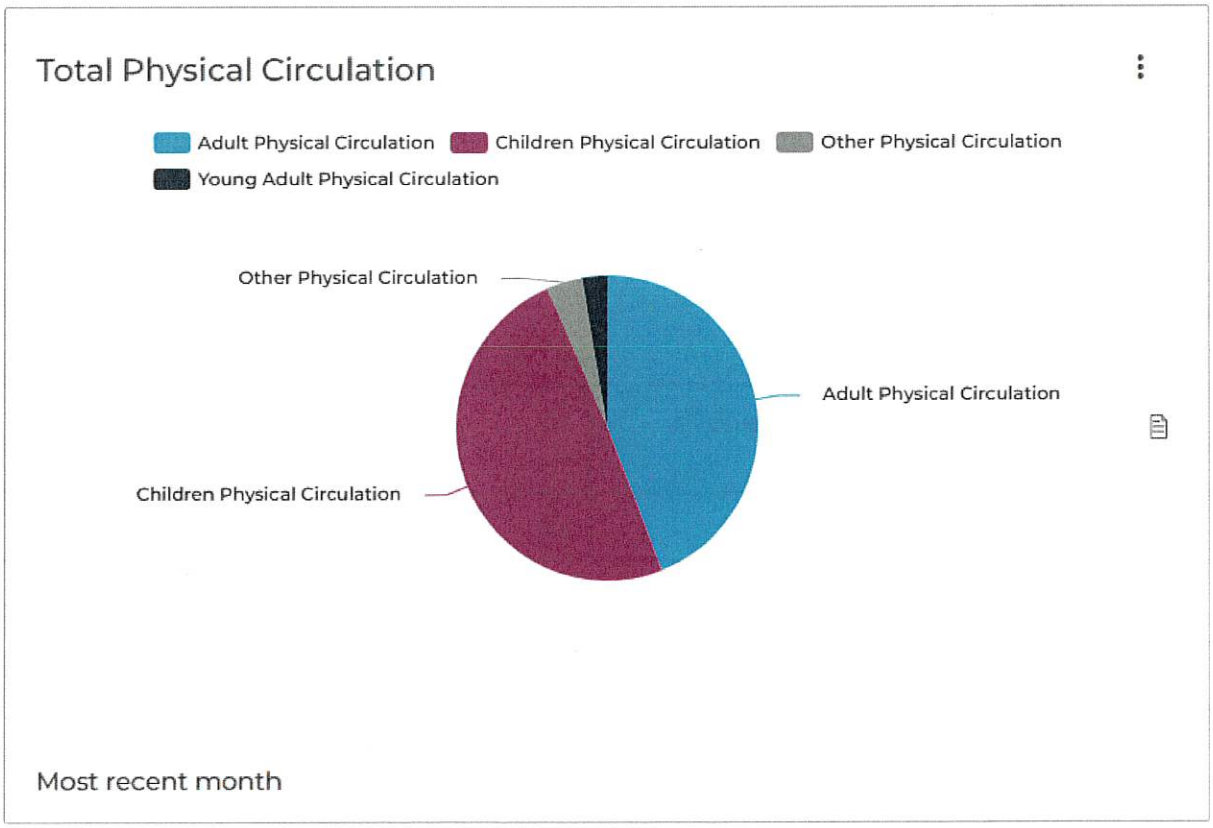
Collection Maintenance

Metric	06-2025	07-2025
Collection Size	70,259	70,664
No Circ for 3 Years	7.45	7.66
Total Items Added	479	780

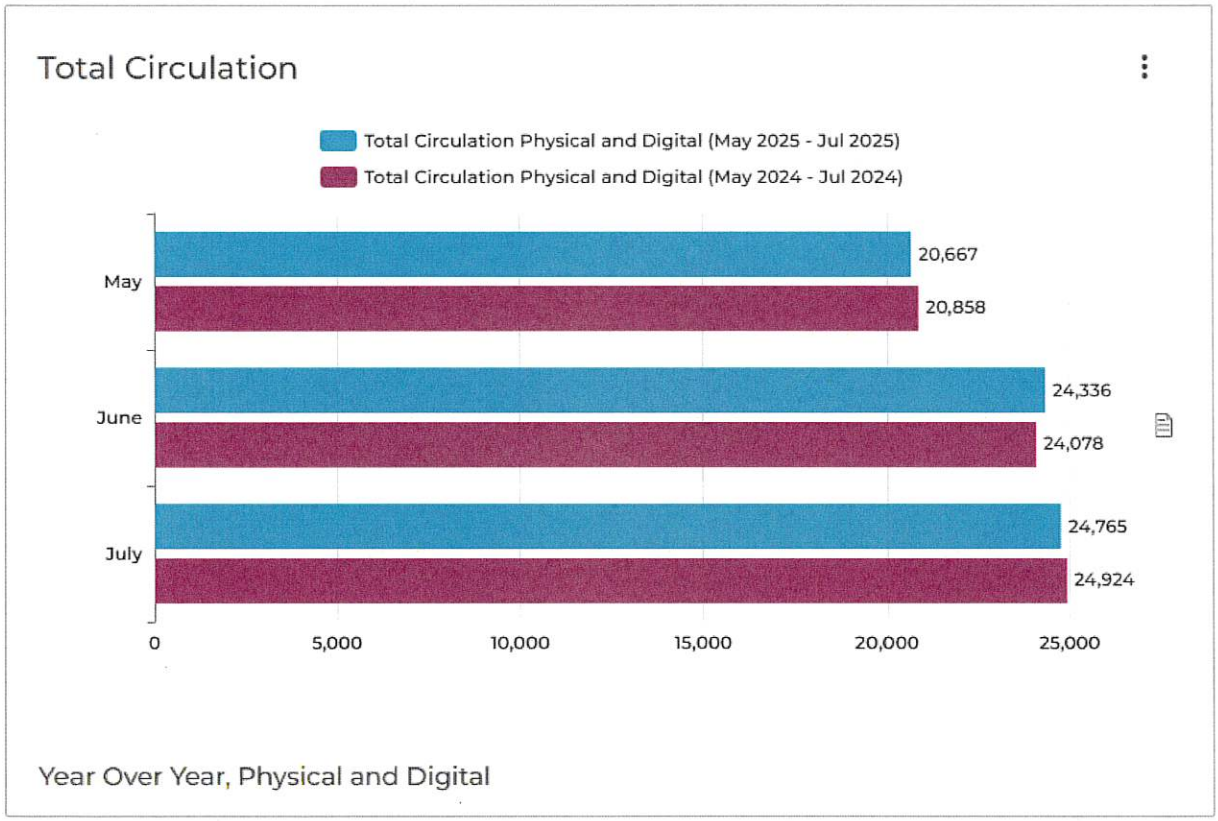
Total Circulation (Physical)

17,820

Most recent month



Digital and Physical (CDL owned items only)



Technology Department

August 2025

Respectfully submitted
by ***Scott Rakestraw***

Tech Notes

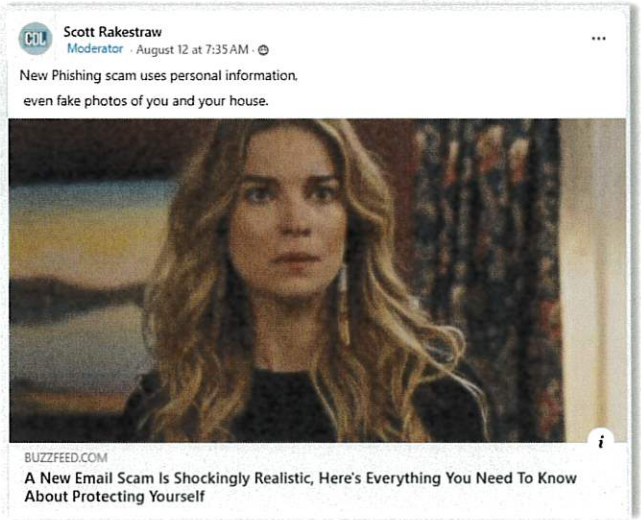
Washtenaw Public Service Tech Talk

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

Share the URL:

https://chelseadistrictlibrary.org/techtalk

Protect yourself from phishing scams.



No Surprise for Libraries:

ChatGPT conversavtions found in Google Search results!

AI Tools help users leverage amazing power but they are also prone to privacy leaks. If you "share" a conversation, that chat could be found by others and even hoovered up in Google search results!

Services by the Numbers

DATA SERVICES		MAR	APR	MAY	JUN	JUL	AUG
9744.4	Hotspots: Total GB Used - Township Halls	1283.1	1233.7	1285.9	1180.3	1294.8	1224.7
37.4	-- Lima Township (GB)	4.7	4.6	4.8	5.2	5.1	4.9
317.3	-- Sylvan Township (GB)	36.8	41.2	39.5	40.7	41.2	40.5
9389.7	-- Mobile Beacon (GB)	1241.6	1187.9	1241.6	1134.4	1248.5	1179.3
143	Hotspot Devices Circulated	10	15	12	27	31	23
3440	Public Internet - Computer Sessions	491	432	357	362	541	488
3445	Public Internet - Wireless Logins	433	408	399	453	439	428

ONLINE SERVICES		MAR	APR	MAY	JUN	JUL	AUG
133400	Website Page Views *WebLinx/Google	14000	14200	17000	18000	21000	25000
29200	Website Sessions *WebLinx/Google	3700	3900	3500	3600	3500	3900
25028	AUDIO Downloads Total	3166	3020	3212	3215	3339	3202
16863	-- Audio: Overdrive	2094	2065	2120	2191	2283	2151
8165	-- Audio: Hoopla	1072	955	1092	1024	1056	1051
3656	VIDEO Downloads Total	436	362	378	407	644	572
2754	-- Video: Kanopy	311	259	284	324	541	450
902	-- Video: Hoopla	125	103	94	83	103	122
20384	EBook Downloads Total	2313	2175	2218	2204	2163	2051
18495	-- Ebook: Overdrive	2040	1930	2030	1967	1924	1843
1889	-- Ebook: Hoopla	273	245	188	237	239	208
49068	TOTAL Downloads	5915	5557	5808	5826	6146	5825

Head of Marketing & Outreach Monthly Board Report
(August 1–31, 2025): Respectfully submitted by Virginia Krueger

Outreach Overview:
August marked the one-year anniversary since my role changed to include outreach and oversee Mobee. The goal was set to increase engagement and as such, I evaluated all stops and reduced some of the stops that were low performing in favor of attending more community events. The results are as follows:

Fall 2023: 569 patrons (56 stops)
Fall 2024: 856 patrons (31 stops)

Winter 23-24: 87 patrons (51 stops)
Winter 24-25: 132 patrons (20 stops)

Spring 24: 122 patrons (55 stops)
Spring 25: 858 patrons (37 stops)

Summer 24: 775 patrons (71 stops)
Summer 25 : 978 patrons (46 stops)

Total Fall 2023–24 through Summer 2024: 1,553 patrons (233 stops)
Total Fall 2024–25 through Summer 2025: 2,824 patrons (134 stops)

81% increase in attendance while decreasing staffing obligations at stops by 74%

Circulation on Mobee in last 12 months is also up:

- Current year thru September 5: 1,482
- Previous year thru September 5: 1,449

I will continue to experiment with community events as well as ways to increase participation at our existing partner locations in the coming year.

August Outreach:
August is an important month for our engagement with Chelsea School District staff and students. We were invited to participate at the District's Opening Day and our librarian staff made great contacts to kick off the school year. We also had staff attend open houses at all four schools and encouraged students to sign up for cards. A full overview of our outreachefforts can be seen in the chart below:

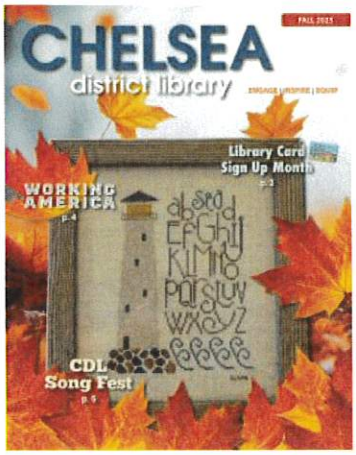
Outreach Partner	Attendance
Pines	4
Camp Gabika	42
Storytime @ ECC	26
Teen Takeover at TimberTown with CERC	7
CERC Teen Takeover at TimberTown	50
Brio Wellness Fair	25
CRC Dancey	10
Sylvan Crossing	3
Storytime @ Mudpies & Lullabies	26
North Lake United Methodist	0
Chelsea Fair Kids Day	8
CSD Opening Day	30
Open House @ North Creek Elementary	223
Open House @ South Meadows Elementary	131
Open House @ Beach Middle School	243
Open House @ CHS	87
Chelsea Fair Parade	Many!!!
Silver Maples	9
CHS Contemporary Lit	24

(Items in Grey are Mobile CDL stops)

Chelsea Senior Center Outreach

Everett's role as technologist at the Chelsea Senior Center wrapped up in August. He will continue to work in a CDL outreach capacity with CSC during their Tech Help Wednesdays and on their member walks. He has developed nice relationships with the members and volunteers and we believe this will help with word of mouth marketing as we start offering formal technology assistance at the library.

Marketing Overview:



Our Fall newsletter hit mailboxes this August and features needlepoint by patron Susan Wilder on the cover. Inside patrons will find highlights about our exhibition, *Working America* and accompanying local display, *Working Chelsea*, CDL Song Fest, and the details for all of our popular book clubs, youth, teen, and adult programming. The print newsletter continues to be the top marketing channel driving program registrations.

Katie and I spent much of August working with our local business community to develop the *Working Chelsea* display. It is a lovely celebration of our business community that can be found online, in the lobby, and on social media.

August eNews Metrics:
We sent five weekly e-newsletters (4,249 subscribers). The weekly eNews averaged a 58.6% open rate, which compares favorably to an average open rate of 43% across nonprofit industries.

Social Media:

August Social Media Metrics:
OUr August Facebook engagement declined slightly, which was to be expected, as we did not have any paid advertising in August. However, our followers increased on both Facebook and Instagram.

CDL Facebook: 3,831 followers (+20) | 1,195 page visits ↓ | 10,634 page reach ↓ | 11.2% engagement rate

CDL Instagram: Followers: 1,169 (+19) | 96 profile visits ↑ | 1,124 page reach ↑ | 8.5% engagement rate

Google Advertising:
Our Google ad grant campaigns continue to grow. We spent $7,647.93 of grant money with the top performing campaigns being the cross network ads, Kanopy, digital media, and

Overdrive/Libby. The paid advertising has added a 23.4% increase in traffic (955 users) to our website.

August Marketing Channel Response:
August is a slower month for CDL programming, with only two programs requiring registration and eight patron responses. Five people cited the newsletter as how they found out about the program, two cited the website, and one cited the eNews.

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

Other miscellaneous duties:

- Staffed the Brio Wellness Fair to promote local business employee cards
- Helped plan the Chelsea School District Opening Day presentations
- Attended Opening Day
- Staffed Chelsea High School Open House table
- Confirmed Fall Mobee schedule and sent flyers to stop partners

Circulation Supervisor's Report
August 2025

- Circulation 22170 in August

- Patron Count- 10367 for August

- Circulation by township- for August:
  - Dexter = 10% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 35% of transactions

- August Circulation: 86% were items from Chelsea and 14% were inter-loaned items.

  Libby = 4801 Hoopla = 1574 Kanopy = 450

- Registrations for August – 97 new cards; 7379 total card holders
  *Dexter = 948 cards; Lima = 776 cards; Lyndon = 1000 cards
  *Sylvan = 1385 cards; Chelsea = 2673 cards; Nonresident = 597 cards

- Self-Check Machine for August - 1289 or 6% of total checkouts

August Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I attended the monthly Board meeting.
- I went along on the Mobee stop to North Lake United Methodist Church.
- I attended the monthly SASUG meeting where we talked about the possibility of a new ILS.
- I came in on August 31 to empty the book drop.
- We received 158 tubs from TLN in August, with 7.5 being the daily average.
- We processed 63 MeLCat items for other libraries, and received 68 items for our patrons.
- We had 1463 unique patrons use the library.
- I spent more time on the desk than usual to cover staff PTO.
- I enjoyed the satisfaction of having one year pass with no new hires!

Respectfully submitted,
Amy Zoran
Head of Circulation

Chelsea District Library

2025

	Average Daily Circulation							Total Charges		
	MON	TUES	WED	THUR	FRI	SAT	SUN	2025	2024	%Diff.
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	746.75	796.25	686.75	580	592.6	563.2	484.6	25883	24600	5%
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	
Total								203635	285185	
Month Avg									23765	6%

	Self-service check outs				%				Libby		hoopla		Kanopy	
	2024 Totals	2025 Totals	Days	per Day	of Charges	Items Added	Total Items		2025	2024	2025	2024	2025	2024
JAN	556	1289	29	44	5%	591	70,960		4851	4438	1470	1246	292	357
FEB	2117	1187	26	46	5%	700	70,778		4296	3917	1369	1169	293	300
MAR	1493	1090	31	35	4%	709	70,480		4926	4441	1569	1385	311	343
APR	1552	1313	29	45	5%	650	70,758		4701	3961	1425	1318	259	391
MAY	609	1285	30	43	5%	610	70,515		4878	4321	1457	1334	284	351
JUN	1967	1665	29	57	6%	438	70,436		4881	4009	1427	1288	324	233
JUL	1839	1560	30	52	6%	755	71,080		4904	4354	1518	1269	541	216
AUG	1379	0	29	0	0%	492	71,527		4801	4099	1574	1263	450	295
SEP	1618	0		0	0%	0	0		0	3909	0	1181	0	163
OCT	779	0		0	0%	0	0		0	3844	0	1186	0	260
NOV	778	0		0	0%	0	0		0	4220	0	1309	0	309
DEC	873	0		0	0%	0	0		0	4167	0	1292	0	393
Total	15560	9389				4,945	566,534		38238	49680	11809	15240	2754	3611
Month Avg					5%									

Chelsea District Library
Monthly New Registration 2025

	District	NonRes	Other	Total Month	Grand Total	Chelsea	Dexter	Lima	Lyndon	Sylvan
						New Registrations by Municipality				
JAN	76	7	3	**86**	**7010**	36	5	11	11	13
FEB	72	7	13	**92**	**7035**	25	9	9	11	18
MAR	84	8	9	**101**	**7120**	32	10	13	11	18
APR	59	6	3	**68**	**7176**	22	11	5	8	13
MAY	75	5	7	**87**	**7244**	39	6	6	16	8
JUN	83	8	3	**94**	**7323**	36	15	5	10	17
JUL	94	6	5	**105**	**7343**	35	10	10	16	23
AUG	75	8	14	**97**	**7379**	25	29	1	8	12
SEP	0	0	0	**0**	**0**	0	0	0	0	0
OCT	0	0	0	**0**	**0**	0	0	0	0	0
NOV	0	0	0	**0**	**0**	0	0	0	0	0
DEC	0	0	0	**0**	**0**	0	0	0	0	0
Totals	**618**	**55**	**57**	**730**		**250**	**95**	**60**	**91**	**122**

Average Daily Door Count 2025

	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
JAN	299.75	357.25	318	399	324.2	291.75	194	9777
FEB	308.5	393.5	387.25	335.25	282.5	258.2	207.25	8948
MAR	348.8	332.4	399.5	392	376.25	408	230.4	10861
APR	420.25	515.5	431.2	295.6	389.5	328.75	167	10918
MAY	287.25	435.75	413.5	491.5	348	335.6	109.2	10476
JUN	473.6	351.6	468.5	465	540.25	339.5	247.5	12369
JUL	463.25	628.75	469.6	564.2	243.2	331	230.5	12999
AUG	332.8	401.75	390	388.75	397.5	316.2	162	10367
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
								86715
						Monthly average		10839.38

Registered Card Holders

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
District	9064	7837	7753	6361	6295	5135	5228	5931	6234	6782
Chelsea	3562	3040	3006	2478	2490	2070	2105	2355	2475	2673
Dexter	1230	1087	1101	884	874	697	710	820	862	948
Lima	1109	996	965	802	794	634	634	694	722	776
Lyndon	1522	1302	1255	1005	970	778	770	875	909	1000
Sylvan	1641	1412	1426	1192	1167	956	1009	1187	1266	1385
NonRes	625	625	609	562	582	414	407	477	490	597
Freedom	7	0	1	0	0	0	3	2	3	2
Sharon	110	107	112	104	105	88	89	94	92	99
Waterloo	333	249	268	252	245	195	186	211	215	239
Grass Lake	25	37	36	22	21	4	7	21	21	38
Other	150	182	192	184	211	127	122	149	159	219
Totals	**9689**	**9689**	**8362**	**6923**	**6877**	**5549**	**5635**	**6408**	**6724**	**7379**

Transactions

	Aug-25	% Tot
	18,982	
Chelsea	6722	35%
Dexter	1976	10%
Lima	2176	11%
Lyndon	2507	13%
Sylvan	3338	18%
Freedom	204	1%
Sharon	402	2%
Waterloo	632	3%
Grass Lake	218	1%
Other	807	4%

				2025				
	All Items circed at Chel, E-items, other TLN	Chel Items circed at Chel, E-items	% Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/renewed in TLN	Chel items circed other libaries	Chel items circed + 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	25883	22170	86%	3713	14%	24840	2670	28553
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
Totals	203635	173835		29800		192945	19110	222745
Month Avg	25454	21729	85%	3725	15%	24118	2389	27843

		Total Checkouts	
	Adult	Juvenile	Teen
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	9068	9295	619
SEP	0	0	0
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
Totals	72033	73434	4899
Month Avg	9004	9179	612

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 16, 2025, Board Packet

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

Accept August donations and changes to the 2025 FY Budget.

		Income Line	- Expense Line	
Dave & Wendy Reinhardt	Non-Designated (Memory of Mark Easterwood)	674.120	884.411	$50.00
Linda M. McCalla	Non-Designated (Memory of Ruth Hafner)	674.120	884.411	$80.00
Theresa & Daniel Lancaster	Non-Designated (Memory of Ruth Hafner)	674.120	982.810	$25.00
Ken & Marie Lawrence	Non-Designated (Memory of Jeannie Aten)	674.120	982.810	$25.00
Chelsea Rotary Club	Non-Designated	674.120	884.411	$100.00
G. Timothy & Judy B. Flint	Book Repair	674.143	728.400	$100.00
G. Timothy & Judy B. Flint	Large Print Collection	674.100	982.910	$200.00
G. Timothy & Judy B. Flint	Youth Programming	674.111	884.922	$200.00

Sub Total: $780.00

Acknowledge the donations below that are already in the budget.

Sub Total: $00.00

Total General Donations: $780.00

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

September 16, 2025 Board Meeting

2026 CDL Budget Approval

Background:
The Budget Hearing took place at the beginning of the August Board Meeting, in which the Board was walked through the library's 2026 Budget Draft, section by section.

Action:
The Chelsea District Library Board of Trustees approves Chelsea District Library's 2026 Budget.

_____ _____

Janice L. Carr, Board Secretary Date

Michigan Department of Treasury
614 (Rev. 02-25)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025
Washtenaw County	**1,335,041,755 (from L-4028)**
Local Government Unit Requesting Millage Levy **Chelsea District Library**	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operate	08/2019	1.9231	1.8826	0.9994	1.8814	1.000	1.8814	0.000	1.8814	12/2029

Prepared by	Telephone Number	Title of Preparer	Date
Lori Coryell	**(734) 475-8732**	**Director**	**09/16/2025**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☒ Secretary		**Janice L. Carr**	**09/16/2025**
☐ Chairperson ☒ President		**Gary Munce**	**09/16/2025**

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only: Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing
Form 614 (L-4029) *2025 Tax Rate Request,*
Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2025 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2024** permanently reduced rate can be found in column 7 of the **2024** Form L-4029. For operating millage approved by the voters after April 30, 2024, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2025 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2025 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for new millage approved by the voters after April 30, 2025. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2025 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2025 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calulated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2025. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2025 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2025. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 16, 2025 Board Meeting

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

Discussion:
The Board discussed updates to 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance in August.

Action:
The Board approves the revisions to 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance.

_____ _____

Janice L. Carr, Board Secretary Date

Chelsea District Library
Policy and Procedure

Policy Section: **Budget & Finance**
Board Approval Date: May 16, 2006
Revision: 3/19/2013, 9/16/2025

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 L. 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, 9/16/2025

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:

Purchase Type	Capitalization Threshold	Useful Life
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, Secretary

Date

Chelsea District Library
Policy & Procedures

Policy Section: 7. Budget & Finance
Board Approval Date: September 18, 2012
Revised Date: 9/16/2025

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 forChelsea 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:

Component of Fund Balance	Calculation	Amount
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	Per current capital reserve study and board discretion
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	If bond debt exists

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 L. Carr, Board Secretary Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 16, 2025 Board Meeting

Personnel Committee > Director Review 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 Personnel Committee, including changing its name to the Director Review Committee, in August. The new proposed description is as follows: The Director Review Committee prepares the annual evaluation of the Library Director and recommends to the Board annual pay increases, leave allotments, and bonuses. This evaluation uses feedback from CDL staff and Board members. The Committee also holds periodic meetings with the Director to review the Director's job performance, discuss Library goals, and facilitate communication between the Board of Directors and the Director; ensures the existence of a continuation plan in the event that the Library Directorship becomes vacant (with or without prior notice); and represents the Board in the search and recruitment process for a new permanent Director.

Action:

The Board approves the name change and description of the Personnel Committee to the Director Review Committee.

_____ _____

Janice L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 16, 2025 Board Meeting

Expiring Terms

Discussion:
Two trustees have terms that expire at the end of 2025 and the library would like to retain both on the Board.

COMMITTEE INFO & MINUTES

Policy Committee Meeting Minutes

Thursday, August 14, 2025

Present: Wendy Reinhart, Gary Munce, Jan Carr

Meeting called to order at 3pm by Jan Carr

Items on the agenda:

- Final review of CDL ByLaws was made. Will appear as Action at August 19 BoD
- Policies: 422 Display and Solicitation in the Library, and 531 Grant Policy were given final review following management's review. These will appear as Action items at the August 19 BoD
- Policies: 550 Financial Policy, 551 Fixed Asset Capitalization, and 565 Fund Balance Policy were reviewed. These will be presented for Discussion at the August 19 BoD

Next meeting September, 11, 2025 time TBD

Meeting was adjourned at 4:25pm

Submitted, Jan Carr

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	Governance Committee
TJ Helfferich		Chair			X
Bob Swistock			X		X
Gary Munce	Chair			X	
Patricia Garcia		X	Chair		
Wendy Reinhardt			X	X	Chair
Aditi Fox	X	X			
Jan Carr	X			Chair	

Patricia Garcia, Board Secretary

Date