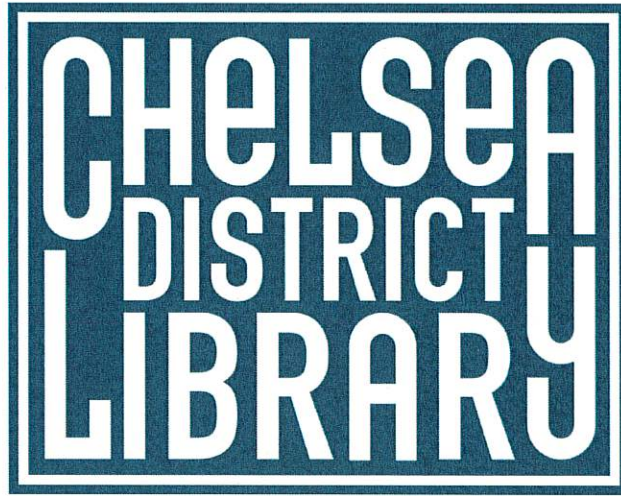


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



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

**October 21, 2025**

**10:00 am**

**McKune Room at the Chelsea  
District Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, October 21, 2025—10:00 a.m.**

**McKune Room**

**AGENDA**

**10:00 Board Meeting**

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

**10:05 Director's, Strategic Plan, and Friends Reports**

**10:15 Public Comment**

**10:20 Action Items**

1. Donations

**10:25 Discussion Items**

1. Policies 421 & 540

**10:35 Reports**

Policy Committee

Finance Committee

Director Oversight Committee

Governance Committee

Community Outreach Committee

**10:40 Communications**

**10:45 Adjournment**

## **Public Participation**

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

## **Public Participation at Open Meetings**

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

### **There are two ways to participate in a Board meeting:**

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

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

Revised July 16, 2024

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

Tuesday, September 16, 2025 6:45 p.m.  
Meeting Location: McKune Room

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

**Trustees Absent:** G. Munce (resigned due to move to Grand Rapids)

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

**Guests:** Emilee Feters

**Welcome and Call to Order**

W. Reinhardt called the meeting to order at 6:49 p.m.

**Consent Agenda**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the Consent Agenda with the August budget hearing minutes, regular minutes, and financials.  
Discussion: None

All Ayes: 6-0

**Agenda Review, Additions, and Approval**

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the agenda, as amended to add Discussion Item #2 President-Elect Position to the Agenda.  
Discussion: None

All Ayes: 6-0

**Presentation: Emilee Feters on Social Work Role in Chelsea**

Lori introduced Emilee Feters, the City of Chelsea's social worker, to the Board and Emilee explained about her position and how it came to be. Started in October, 2024, on a 2-year pilot program to provide resources to the community; she collaborates with many organizations within the community, including the library.

- Has dedicated office hours at the library in study rooms and privacy booths. She mentioned that the privacy booths are a wonderful resource.
- She's assisted patrons with food-assistance applications, which she said can be surprisingly tricky.
- Helped to cater the needs of the library's Community Care Collection, after being approached by Shannon.
- Also spoke about her work with the school system and the police dept.
- She can be contacted and booked through the city website.

**Director's Report Update:**

L. Coryell update:

- Friday there are interviews are up for 3 highly qualified individuals, who have applied for the Head of Technology position.
- Corrected Mobee totals from Shannon's report: should read 599 in-person visits instead of 76. Also, complimented Virginia's job with Mobee.

**Friends Report Update:**

- Recently added 6 new Friend volunteers to the ranks.
- The basement elevator ramp will eventually need work.
- Will have a table at the October 4 Farmer's Market.
- Are considering a spring yard sale.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by B. Swistock, SECONDED by A. Fox to approve the August donations. Discussion: None

All Ayes 6-0

**Action Item #2: 2026 Budget Approval**

MOTION made by B. Swistock, SECONDED by TJ Helfferich to approve Chelsea District Library's 2026 Budget. Discussion: None

Roll Call Vote (performed by J. Carr): TJ Helfferich Aye, P. Garcia Aye, W. Reinhardt Aye, B. Swistock Aye, A. Fox Aye, & J. Carr Aye.

All Ayes 6-0

**Action Item #3: Policies 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance**

MOTION made by A. Fox, SECONDED by P. Garcia to approve the changes to policies 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance. Discussion: None

All Ayes 6-0

**Action Item #4: Personnel Committee > Director Review Committee**

MOTION made by TJ Helfferich, SECONDED by A. Fox to change the name and description of the Personnel Committee to the Director Oversight Committee. Discussion: There was a debate about whether Review or Oversight was a better word for the committee title. TJ Helfferich amended her MOTION, which was again SECONDED by A. Fox to make the committee's name the Director Oversight Committee after the majority of trustees settled on that name.

Ayes 5-0

**Discussion Item #1: Expiring Terms**

There are 2 terms expiring at the end of 2025, G. Munce's Lyndon Township seat, which he resigned from right before the meeting, and P. Garcia's Lima Township seat. L. Coryell will discuss the open Lyndon seat with township officials and will ask Lima to appoint P. Garcia for another term.

**Discussion Item #2: President-Elect Position**

According to the Bylaws, W. Reinhardt assumes G. Munce's vacated office of Board President for the duration of 2025, but a new President-Elect must be chosen, so that the Board has a full slate of officers. G. Munce's succession plan called for A. Fox to eventually take that role, so that timetable has been moved up and A. Fox will assume the position of acting President-Elect through the remainder of 2025.

MOTION made by J. Carr, SECONDED by P. Garcia to move Discussion Item #2: President-Elect Position to Action Item #5. Discussion: None

All Ayes 6-0

**Action Item #5: President-Elect Position**

MOTION made by J. Carr, SECONDED by P. Garcia to appoint A. Fox to the office of President-Elect for the duration of 2025. Discussion: None

All Ayes 6-0

## **Committee Reports**

**Policy Committee** – J. Carr submitted minutes and has passed 2 policies off to managers for their insight before they'll appear as Discussion Items. P. Garcia volunteered to take G. Munce's spot on the Policy Committee for the remainder of 2025.

**Finance Committee** –

**Director Oversight Committee** – TJ Helfferich announced that their work will begin in October.

**Governance Committee** –

**Community Outreach Committee** – W. Reinhardt appointed A. Fox as committee chair to replace G. Munce. The committee will continue through the year with only 2 members.

### **Communications:**

B. Swistock, TJ Helfferich, and A. Fox won't be able to attend the October meeting, meaning the Board won't have a quorum. After some discussion it's agreed to move the meeting to the morning, so that A. Fox can attend. The October Board Meeting will still be on October 21, but will now be held at 10:00 a.m.

J. Carr shared a story about her nephew using one of the library's privacy booths and how happy he was that the library had them. TJ Helfferich also shared that her husband has been using them, but suggested changing the way the booths are booked, so that they can be cancelled and rebooked.

### **Adjournment:**

MOTION made by B. Swistock, SECONDED by TJ Helfferich to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

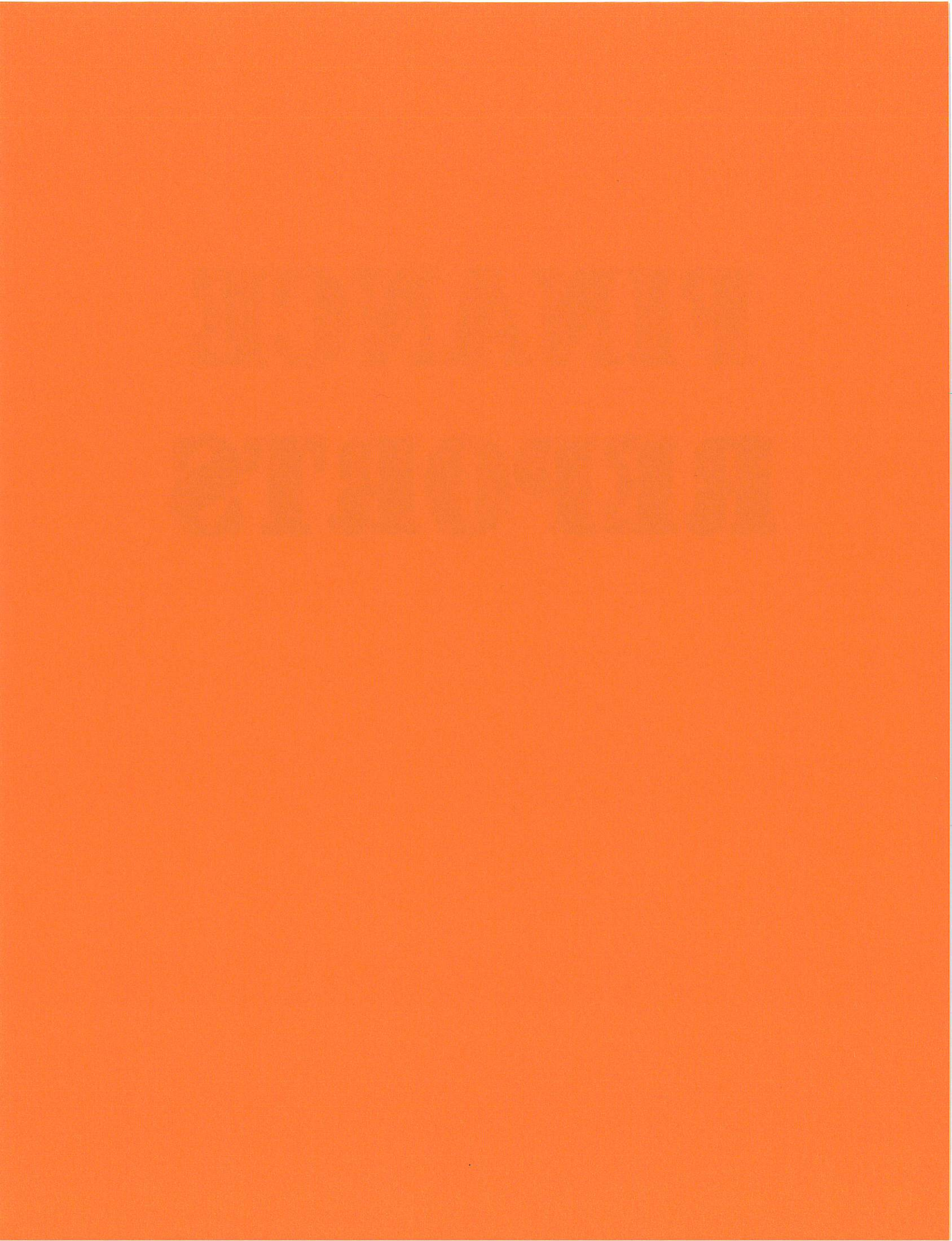
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Janice L. Carr, Board Secretary

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Date

# **FINANCE REPORTS**



Chelsea District Library  
Monthly Check Register  
September 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Check		09/30/2025		Service Charge	001.001 · CSB/Operations Ch...		-5.00
				Service Charge	802.100 · Admin-Fees Bank ...	-5.00	5.00
TOTAL						-5.00	5.00
Bill Pmt -Ch...	29736	09/02/2025	Great Lakes Ace Hardware		001.001 · CSB/Operations Ch...		-147.27
Bill	18701/154	08/31/2025		SINK FAUCET, PVC CAP, WASP SPRAY	732.300 · Supplies-MNT-Gene...	-73.44	73.44
Bill	18677/154	09/02/2025		PLUMBING, LEVEL, CAULK, SNAP-RING PLI...	732.300 · Supplies-MNT-Gene...	-42.50	42.50
Bill	18691/154	09/02/2025		PAINT FOR TOUCH-UP - GREEN	884.801 · Exhibits	-21.84	21.84
Bill	18705/154	09/02/2025		SINK FAUCET SUPPLY LINES	732.300 · Supplies-MNT-Gene...	-9.49	28.47
Bill	18679/154	09/02/2025	Great Lakes Ace Hardware	INV 18679/154 - ACCT 200379	202.001 · Accounts Payable	0.00	-18.98
TOTAL						-147.27	147.27
Bill Pmt -Ch...	29737	09/02/2025	A Production Cleaning Com...	16424 - CLEANING, 08/17 - 30/25	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16424	08/31/2025		CLEANING, 08/17 - 30/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29738	09/02/2025	A T & T TELCO	INV 734433980408 - 08/25/2025 - ACCT 74...	001.001 · CSB/Operations Ch...		-208.50
Bill	734433980408	09/02/2025		TELCO - LAND LINES - 07/26/2025 - 08/25/2...	850.120 · Telephone	-208.50	208.50
TOTAL						-208.50	208.50
Bill Pmt -Ch...	29739	09/02/2025	ABSOPURE	ACCT 9423998 - INV 31563211	001.001 · CSB/Operations Ch...		-5.99
Bill	31563211	08/31/2025		COOLER RENTAL - 08/20/25 - 09/16/25	727.100 · Supplies - General ...	-5.99	5.99
TOTAL						-5.99	5.99
Bill Pmt -Ch...	29740	09/02/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-970.30
Bill	1Q7F-NQYQ-1RL4	08/20/2025		BATTERY FANS FOR HEAT EMERGENCIES	727.100 · Supplies - General ...	-16.14	16.14
Bill	11TC-QY1G-JXN9	09/02/2025		OUTREACH OUTFIT + ACCESSORY	880.436 · Mobile Promotions	-53.98	53.98
				BANNER HARDWARE + GLOSSY DISPLAY ...	880.310 · Displays	-39.04	39.04
Bill	1Q9W-YWWG-M...	09/02/2025		DECODABLE READER FOLDERS	982.820 · Youth Enhancement	-356.95	356.95
Bill	1CCT-MCNT-LC...	09/02/2025		· Teen General Programs	884.272 · Teen General Progr...	-177.13	177.13
				· Technology Programs - Supplies	884.602 · Technology Program...	-147.36	147.36
Bill	1W13-CHW3-VX...	09/02/2025		POTENTIAL NEIGHBOR READS BOOKS	884.131 · Washtenaw Reads	-14.97	14.97
Bill	1WX7-Q7HT-CJX1	09/02/2025		STICKY NOTES FOR DISPLAY	884.126 · General Adult Progr...	-8.50	8.50
Bill	11VY-XTWM-X3...	09/02/2025		· Teen General Programs	884.272 · Teen General Progr...	-130.14	130.14
				· Teen General Programs, was 884.272, chan...	982.490 · Videogames	-26.09	26.09
TOTAL						-970.30	970.30
Bill Pmt -Ch...	29741	09/02/2025	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 - SEP 09/01/...	001.001 · CSB/Operations Ch...		-884.85
Bill	25-2334-LB	08/31/2025		SEP 09/01/2025 -09/30/2025	710.200 · Per Svcs-Fringe Fle...	-884.85	884.85
TOTAL						-884.85	884.85
Bill Pmt -Ch...	29742	09/02/2025	Ann Arbor Observer	32681	001.001 · CSB/Operations Ch...		-439.20
Bill	32681	09/02/2025		MEDIA BUY - 08/25 - WORKING AMERICA	880.110 · Media Buy	-439.20	439.20
TOTAL						-439.20	439.20
Bill Pmt -Ch...	29743	09/02/2025	Ann Arbor Symphony Orche...	INV 266 - 2025 - Kinderconcert, Acct #432...	001.001 · CSB/Operations Ch...		-160.00
Bill	25-3745-JZ	09/02/2025		2025 - 09/13/2025 KINDERCONCERT	884.215 · Early Literacy	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Ch...	29744	09/02/2025	Baker & Taylor - Auto Yours...		001.001 · CSB/Operations Ch...		-88.71
Bill	2039199300	09/02/2025		· Youth Print General	982.760 · Youth Print General	-33.12	33.12
Bill	2039219609	09/02/2025		· Youth Print General	982.760 · Youth Print General	-55.59	55.59
TOTAL						-88.71	88.71
Bill Pmt -Ch...	29745	09/02/2025	Baker & Taylor - Juvenile	2039212686	001.001 · CSB/Operations Ch...		-536.49
Bill	2039212686	09/02/2025		· Youth Print General	982.760 · Youth Print General	-536.49	536.49
TOTAL						-536.49	536.49
Bill Pmt -Ch...	29746	09/02/2025	Baker & Taylor - Program A...	2039210598	001.001 · CSB/Operations Ch...		-13.18

9:44 AM  
10/14/25

Chelsea District Library  
Monthly Check Register

September 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	2039210598	09/02/2025		SUMMER READING	884.226 · Summer Reading	-13.18	13.18
TOTAL						-13.18	13.18
Bill Pmt -Ch...	29747	09/02/2025	Baker & Taylor - Unlabeled ...	2039219546	001.001 · CSB/Operations Ch...		-156.74
Bill	2039219546	09/02/2025		Youth Print General	982.760 · Youth Print General	-156.74	156.74
TOTAL						-156.74	156.74
Bill Pmt -Ch...	29748	09/02/2025	Ballard, Kerry		001.001 · CSB/Operations Ch...		-1,007.69
Bill	250905	09/02/2025		BOOKKEEPING THRU 09/05/25	801.040 · Bookkeeper	-807.69	807.69
Bill	20250902	09/02/2025		EXHIBIT PREP - WORKING AMERICA, was 8...	884.980 · Exhibits - Restricted	-200.00	200.00
TOTAL						-1,007.69	1,007.69
Bill Pmt -Ch...	29749	09/02/2025	Chelsea Area Chamber of C...	CHAMBER OF COMMERCE GOLF OUTING	001.001 · CSB/Operations Ch...		-125.00
Bill	Y18947	08/23/2025		CHAMBER OF COMMERCE GOLF OUTING	860.140 · Sponsorships	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Ch...	29750	09/02/2025	Chelsea Lumber Company	INV 437492 - CUST #1084	001.001 · CSB/Operations Ch...		-13.79
Bill	437492	08/31/2025		LATCH GUARD FOR GARAGE	732.300 · Supplies-MNT-Gener...	-13.79	13.79
TOTAL						-13.79	13.79
Bill Pmt -Ch...	29751	09/02/2025	Citizens Insurance Co	BUSINESS OWNERS POLICY- ODH A50952...	001.001 · CSB/Operations Ch...		-144.00
Bill	25-2332-LB	08/31/2025		ADDITIONAL PROPERTY AND LOSS PAYEE...	966.100 · General Liability Ins ...	-144.00	144.00
TOTAL						-144.00	144.00
Bill Pmt -Ch...	29752	09/02/2025	Costco Anywhere Visa	ACCT ENDING 3253 07/17/25 - 08/18/2025 ...	001.001 · CSB/Operations Ch...		-535.03
Bill	20280914	08/20/2025		COMMUNITY PICNIC SUPPLIES	884.126 · General Adult Progr...	-7.47	7.47
				MITA - SUPPLIES	884.412 · Music in the Air	-67.76	67.76
				FAIR PARADE CANDY	880.436 · Mobile Promotions	-459.80	459.80
TOTAL						-535.03	535.03
Bill Pmt -Ch...	29753	09/02/2025	Demco Inc.	2025 - INV 7688662	001.001 · CSB/Operations Ch...		-329.43
Bill	7688662	09/02/2025		PROCESSING/REPAIR SUPPLIES	728.300 · Supplies-Mail Proc ...	-329.43	329.43
TOTAL						-329.43	329.43
Bill Pmt -Ch...	29754	09/02/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-4,194.96
Bill	89656030	09/02/2025		· Youth Print General	982.760 · Youth Print General	-25.37	25.37
Bill	89656032	09/02/2025		· Youth Print General	982.760 · Youth Print General	-64.38	64.38
Bill	89762977	09/02/2025		· Youth Print General	982.760 · Youth Print General	-11.99	11.99
Bill	89762984	09/02/2025		· Adult Print General	982.720 · Adult Print General	-73.23	73.23
Bill	89762979	09/02/2025		· Adult Print General	982.720 · Adult Print General	-13.65	13.55
Bill	89762981	09/02/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	89762982	09/02/2025		· Adult Print General	982.720 · Adult Print General	-13.52	13.52
Bill	89762985	09/02/2025		· Adult Print General	982.720 · Adult Print General	-82.78	82.78
Bill	89762976	09/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-22.23	22.23
Bill	89762975	09/02/2025		· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	89762978	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89762980	09/02/2025		· Adult Print General	982.720 · Adult Print General	-13.55	13.55
Bill	89762983	09/02/2025		· Adult Print General	982.720 · Adult Print General	-20.99	20.99
Bill	89671511	09/02/2025		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	89787731	09/02/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	89787736	09/02/2025		· Adult Print General	982.720 · Adult Print General	-85.40	85.40
Bill	89787730	09/02/2025		· Adult Print General	982.720 · Adult Print General	-33.54	33.54
Bill	89787734	09/02/2025		· Adult Large Print	982.710 · Adult Large Print	-17.58	17.58
Bill	89787735	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89787732	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89787733	09/02/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	89787737	09/02/2025		· Adult Print General	982.720 · Adult Print General	-15.12	15.12
Bill	89787738	09/02/2025		· Adult Print General	982.720 · Adult Print General	-14.79	14.79
Bill	89787741	09/02/2025		· Adult Print General	982.720 · Adult Print General	-774.18	774.18
Bill	89787739	09/02/2025		· Youth Print General	982.760 · Youth Print General	-194.52	194.52
Bill	89787740	09/02/2025		· Youth Print General	982.760 · Youth Print General	-52.89	52.89
Bill	89811507	09/02/2025		· Adult Print General	982.720 · Adult Print General	-52.73	52.73
Bill	89811504	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89811506	09/02/2025		· Adult Print General	982.720 · Adult Print General	-69.18	69.18
Bill	89811511	09/02/2025		· Adult Print General	982.720 · Adult Print General	-81.05	81.05
Bill	89811512	09/02/2025		· Adult Print General	982.720 · Adult Print General	-51.00	51.00
Bill	89811513	09/02/2025		· Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	89811510	09/02/2025		· Adult Large Print	982.710 · Adult Large Print	-18.12	18.12
Bill	89811508	09/02/2025		· Adult Print General	982.720 · Adult Print General	-45.40	45.40

Chelsea District Library  
Monthly Check Register

September 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	89811505	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	89811509	09/02/2025		· Youth Print General	982.760 · Youth Print General	-36.06	36.06
Bill	89486588	09/02/2025		· Youth Print General	982.760 · Youth Print General	-301.07	301.07
Bill	89530400	09/02/2025		· Youth Print General	982.760 · Youth Print General	-12.92	12.92
Bill	89560126	09/02/2025		· Youth Print General	982.760 · Youth Print General	-24.29	24.29
Bill	89560135	09/02/2025		· Youth Print General	982.760 · Youth Print General	-26.22	26.22
Bill	89623603	09/02/2025		· Adult Print General	982.720 · Adult Print General	-103.31	103.31
Bill	89623601	09/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-52.19	52.19
Bill	89623600	09/02/2025		· Adult Print General	982.720 · Adult Print General	-128.77	128.77
Bill	89623595	09/02/2025		· Adult Print General	982.720 · Adult Print General	-35.38	35.38
Bill	89623602	09/02/2025		· Adult Print General	982.720 · Adult Print General	-105.78	105.78
Bill	89623599	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89623593	09/02/2025		· Adult Large Print	982.710 · Adult Large Print	-58.26	58.26
Bill	89623597	09/02/2025		· Adult Print General	982.720 · Adult Print General	-31.27	31.27
Bill	89623598	09/02/2025		· Adult Print General	982.720 · Adult Print General	-31.90	31.90
Bill	89623596	09/02/2025		· Adult Print General	982.720 · Adult Print General	-32.46	32.46
Bill	89623594	09/02/2025		· Adult Print General	982.720 · Adult Print General	-34.87	34.87
Bill	89630841	09/02/2025		· Youth Print General	982.760 · Youth Print General	-13.43	13.43
Bill	89630842	09/02/2025		· Youth Print General	982.760 · Youth Print General	-23.99	23.99
Bill	89630843	09/02/2025		· Adult Print General	982.720 · Adult Print General	-51.76	51.76
Bill	89630840	09/02/2025		· Adult Print General	982.720 · Adult Print General	-34.62	34.62
Bill	89648835	09/02/2025		· Adult Print General	982.720 · Adult Print General	-84.65	84.65
Bill	89648830	09/02/2025		· Adult Print General	982.720 · Adult Print General	-35.16	35.16
Bill	89648829	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.01	17.01
Bill	89648833	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89648837	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	89648827	09/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.04	17.04
Bill	89648832	09/02/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	89648828	09/02/2025		· Adult Print General	982.720 · Adult Print General	-13.25	13.25
Bill	89648831	09/02/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	89648836	09/02/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	89648839	09/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.26	18.26
Bill	89648834	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89648838	09/02/2025		· Youth Print General	982.760 · Youth Print General	-36.90	36.90
Bill	89656028	09/02/2025		· Adult Print General	982.720 · Adult Print General	-31.41	31.41
Bill	89656029	09/02/2025		· Adult Print General	982.720 · Adult Print General	-15.39	15.39
Bill	89656027	09/02/2025		· Adult Print General	982.720 · Adult Print General	-26.03	26.03
Bill	89656031	09/02/2025		· Adult Print General	982.720 · Adult Print General	-18.28	18.28
Bill	89656033	09/02/2025		· Adult Print General	982.720 · Adult Print General	-39.99	39.99
Bill	89671507	09/02/2025		· Adult Print General	982.720 · Adult Print General	-35.70	35.70
Bill	89671509	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89671514	09/02/2025		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	89671505	09/02/2025		· Adult Print General	982.720 · Adult Print General	-50.04	50.04
Bill	89671513	09/02/2025		· Adult Print General	982.720 · Adult Print General	-65.16	65.16
Bill	89671510	09/02/2025		· Adult Print General	982.720 · Adult Print General	-19.19	19.19
Bill	89671508	09/02/2025		· Adult Print General	982.720 · Adult Print General	-36.70	36.70
Bill	89671506	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89671503	09/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-22.48	22.48
Bill	89671512	09/02/2025		· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	89671504	09/02/2025		· Adult Print General	982.720 · Adult Print General	-28.34	28.34
Bill	89734889	09/02/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	89734892	09/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-14.17	14.17
Bill	89734894	09/02/2025		· Adult Print General	982.720 · Adult Print General	-58.97	58.97
Bill	89734887	09/02/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89734888	09/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89734891	09/02/2025		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	89734890	09/02/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	89734886	09/02/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89734893	09/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	89734895	09/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.66	18.66
TOTAL						-4,194.96	4,194.96

Bill Pmt -Ch...	29755	09/02/2025	K-Sun Corp.	SINV0172267	001.001 · CSB/Operations Ch...		-845.40
Bill	SINV0172267	08/31/2025		LABEL TAPE - BLK ON WHITE	728.300 · Supplies-Matl Proc ...	-563.60	563.60
				LABEL TAPE - BLK ON YELLOW	728.300 · Supplies-Matl Proc ...	-281.80	281.80
TOTAL						-845.40	845.40

Bill Pmt -Ch...	29756	09/02/2025	KANOPY INC	KANOPY BORROWS - AUG 2025	001.001 · CSB/Operations Ch...		-362.95
Bill	465676-PPU	09/02/2025		2025 - KANOPY VIDEO PLAYS - AUG	982.410 · Electronic Products/...	-362.95	362.95
TOTAL						-362.95	362.95

Bill Pmt -Ch...	29757	09/02/2025	LAW, CHRISTINE M.	LAW - FAMILY YOGA 09/21/25	001.001 · CSB/Operations Ch...		-100.00
Bill	25-3743-JZ	09/02/2025		LAW - FAMILY YOGA 09/21/25	884.212 · General Youth Progr...	-100.00	100.00
TOTAL						-100.00	100.00

Bill Pmt -Ch...	29758	09/02/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-827.42
Bill	507588919	08/20/2025		APR-JUL CDs	982.420 · Music on CD	-21.73	21.73
Bill	507589083	08/20/2025		AUG/SEP BOC	982.120 · Adult Books on Disc	-49.99	49.99
Bill	507520013	08/23/2025		AUG FEATURE DVDs	982.460 · DVD Feature	-31.49	31.49
Bill	507556864	08/23/2025		AUG FEATURE DVDs	982.460 · DVD Feature	-69.72	69.72

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	507556866	08/23/2025		JUL FEATURE DVDs	982.480 · DVD Feature	-50.74	60.74
Bill	507556868	08/23/2025		JUN ADULT FEATURE DVDs	982.480 · DVD Feature	-14.99	14.99
Bill	507556867	08/23/2025		AUG FEATURE DVDs	982.480 · DVD Feature	-124.44	124.44
Bill	507583082	08/23/2025		AUG FEATURE DVDs	982.480 · DVD Feature	-170.93	170.93
Bill	507625864	08/23/2025		AUG FEATURE DVDs	982.480 · DVD Feature	-80.97	80.97
Bill	507625855	08/23/2025		AUG FEATURE DVDs	982.480 · DVD Feature	-125.20	125.20
Bill	507625853	09/02/2025		SUMMER DVDs	982.480 · Youth Video DVD	-77.22	77.22
TOTAL						-827.42	827.42
Bill Pmt -Ch...	29759	09/02/2025	Midwest Tape - Hoopla	507678505	001.001 · CSB/Operations Ch...		-3,504.91
Bill	507678505	09/02/2025		AUG HOOPLA BORROWS	982.410 · Electronic Products/...	-3,504.91	3,504.91
TOTAL						-3,504.91	3,504.91
Bill Pmt -Ch...	29760	09/02/2025	Print-tech Inc.	279446 - NEWSLETTER	001.001 · CSB/Operations Ch...		-5,068.55
Bill	279446	09/02/2025		FALL 2025 NEWSLETTER	880.240 · Newsletter	-5,068.55	5,068.55
TOTAL						-5,068.55	5,068.55
Bill Pmt -Ch...	29761	09/02/2025	SANGOMA US INC	CH28111 - ACCOUNT LO-0000247807	001.001 · CSB/Operations Ch...		-966.42
Bill	CH28111	09/02/2025		VOIP - JULY & AUG	850.120 · Telephone	-966.42	966.42
TOTAL						-966.42	966.42
Bill Pmt -Ch...	29762	09/02/2025	Scholastic Library Publishing	INV 73538402 - CUST # 2178738	001.001 · CSB/Operations Ch...		-81.20
Bill	73538402	09/02/2025		FRONT DESK	884.230 · Youth Reading Group	-81.20	81.20
TOTAL						-81.20	81.20
Bill Pmt -Ch...	29763	09/02/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DAT...	001.001 · CSB/Operations Ch...		-429.08
Bill	08212025	09/02/2025		2025 - T-MOBILE WIFI HOTSPOTS - 07/21/2... 2025 - MOBEE CELL - 07/21/25 - 08/20/25	850.311 · WiFi Hotspots 850.122 · Telecommunications...	-397.73 -31.35	397.73 31.35
TOTAL						-429.08	429.08
Bill Pmt -Ch...	29764	09/02/2025	The Sun Times		001.001 · CSB/Operations Ch...		-589.00
Bill	27679-R	09/02/2025		27679-R - CHELSEA SCHOOL SPIRIT AD	880.120 · Misc Advertising	-199.00	199.00
Bill	4312-M	09/02/2025		4312-M, WORKING AMERICA, 09/03, 09/24	880.311 · Exhibits	-390.00	390.00
TOTAL						-589.00	589.00
Bill Pmt -Ch...	29765	09/02/2025	WEBSTER-HEIN, MICHELLE L.	WRITING WORKSHOPS 09/24, 10/01, 10/08, ...	001.001 · CSB/Operations Ch...		-375.00
Bill	25-3744-JZ	09/02/2025		KIDS WRITING WORKSHOPS 09/24, 10/01, ...	884.212 · General Youth Progr...	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Ch...	29766	09/02/2025	Zoran, Amy	ZORAN CARDS 4 @\$5 EA	001.001 · CSB/Operations Ch...		-20.00
Bill	25-6192	09/02/2025		ZORAN CARDS 4 @\$5 EA - 250902	727.100 · Supplies - General ...	-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Ch...	29767	09/03/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,724.16
Bill	20260817	09/03/2025		08/17/25 - 08/30/25 - PAID 09/05/25 - PR ER ... 08/17/25 - 08/30/25 - PAID 09/05/25 - PR EE ... 08/17/25 - 08/30/25 - PAID 09/05/25 - PR FLE...	231.002 · Payroll Lia/401A Mc... 702.300 · Per Svcs - Retmnt - ... 710.500 · Per Svcs - Fringe B ...	-1,739.77 -2,946.19 -1,038.20	1,739.77 2,946.19 1,038.20
TOTAL						-5,724.16	5,724.16
Bill Pmt -Ch...	29768	09/03/2025	Pitney Bowes	ACCT # 0010280651 - INV 3321211983	001.001 · CSB/Operations Ch...		-63.72
Bill	3321211983	09/03/2025		METER RENTAL	731.200 · Other Svc-Petg Oper...	-63.72	63.72
TOTAL						-63.72	63.72
Bill Pmt -Ch...	29769	09/04/2025	KNIGHT TECHNOLOGY GR...	2025 - SEP - DATTO CLOUD BACKUP - DIS...	001.001 · CSB/Operations Ch...		-1,100.00
Bill	27201	09/04/2025		SEP - DATTO CLOUD BACKUP - DISASTER ...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Ch...	29770	09/18/2025	A Production Cleaning Com...	16450 - CLEANING, 09/31 - 09/14/25	001.001 · CSB/Operations Ch...		-1,750.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	1450	09/18/2025		CLEANING, 08/31 - 09/14/25	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29771	09/18/2025	A T & T Mobility	ACCT 287286231198X - INV 09142025 - ISS...	001.001 · CSB/Operations Ch...		-217.04
Bill	09142025	09/16/2025		2025 - PUBLIC WIFI HOT SPOTS 09/07 - 10/...	850.311 · WiFi Hotspots	-217.04	217.04
TOTAL						-217.04	217.04
Bill Pmt -Ch...	29772	09/18/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,724.16
Bill	20250831	09/16/2025		08/31/25 - 09/13/25 - PAID 09/19/25 - PR ER ... 08/31/25 - 09/13/25 - PAID 09/19/25 - PR EE ... 08/31/25 - 09/13/25 - PAID 09/19/25 - PR FLE...	231.002 · Payroll Lia/401A Mtc... 702.300 · Per Svcs - Retrmt - ... 710.500 · Per Svcs - Fringe B ...	-1,739.77 -2,946.19 -1,038.20	1,739.77 2,946.19 1,038.20
TOTAL						-5,724.16	5,724.16
Bill Pmt -Ch...	29773	09/18/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-1,495.93
Bill	1QXC-V11V-9CVC	09/16/2025		WORLD MAP FOR EXHIBIT	884.126 · General Adult Progr...	-23.29	23.29
Bill	1L3L-DQTL-DPGG	09/16/2025		GOLD STAR STICKERS FOR MAP	884.126 · General Adult Progr...	-4.74	4.74
Bill	16GX-4H3L-YVVK	09/16/2025		JOY OF LOOKING: GREAT PHOTOGRAPHS...	884.126 · General Adult Progr...	-9.46	9.46
Bill	1946-7WJF-3DLL	09/16/2025		· Adult Print General	982.720 · Adult Print General	-27.00	27.00
Bill	1KRT-4Q9R-61CG	09/16/2025		RANCH LIFE AND THE HUNTING TRAIL	982.760 · Youth Print General	-14.88	14.88
Bill	11PQ-FFTD-1Y3Y	09/16/2025		MOBEE - HALLOWEEN	880.436 · Mobile Promotions	-181.57	181.57
Bill	19KM-QNTK-9W...	09/16/2025		STAIR CLIMBING DOLLY - 3 YEAR ADDITIO...	967.330 · Equipment - non-Co...	-1,234.99	1,234.99
TOTAL						-1,495.93	1,495.93
Bill Pmt -Ch...	29774	09/18/2025	Association Maintenance C...	13294	001.001 · CSB/Operations Ch...		-520.00
Bill	13294	09/18/2025		AUGUST MOWS	803.611 · Lawn Service	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Ch...	29775	09/18/2025	Baker & Taylor - Auto Yours...	2039242670	001.001 · CSB/Operations Ch...		-49.23
Bill	2039242670	09/16/2025		· Youth Print General	982.760 · Youth Print General	-49.23	49.23
TOTAL						-49.23	49.23
Bill Pmt -Ch...	29776	09/18/2025	Baker & Taylor - Entertainm...	NS25080146 - 10-01/2025 - 09/30/2026	001.001 · CSB/Operations Ch...		-653.40
Bill	NS25080146	09/16/2025		TITLE SOURCE 360 - FOR COLLECTION DE...	982.750 · Professional Collecti...	-653.40	653.40
TOTAL						-653.40	653.40
Bill Pmt -Ch...	29777	09/18/2025	Baker & Taylor - Juvenile	2039233712	001.001 · CSB/Operations Ch...		-47.32
Bill	2039233712	09/16/2025		· Youth Print General	982.760 · Youth Print General	-47.32	47.32
TOTAL						-47.32	47.32
Bill Pmt -Ch...	29778	09/18/2025	Baker & Taylor - Program A...	2039247904	001.001 · CSB/Operations Ch...		-35.98
Bill	2039247904	09/16/2025		· Adult Enhancement	982.810 · Adult Enhancement	-35.98	35.98
TOTAL						-35.98	35.98
Bill Pmt -Ch...	29779	09/18/2025	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations Ch...		-301.30
Bill	2039227523	09/16/2025		Youth Print General	982.760 · Youth Print General	-134.81	134.81
Bill	2039244726	09/16/2025		Youth Print General	982.760 · Youth Print General	-166.49	166.49
TOTAL						-301.30	301.30
Bill Pmt -Ch...	29780	09/18/2025	Ballard, Kerry	BOOKKEEPING TO 09/19/25	001.001 · CSB/Operations Ch...		-807.69
Bill	250919	09/16/2025		BOOKKEEPING TO 09/19/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29781	09/18/2025	Blue Care Network of Michi...	2025 - GROUP 00277068 SUBGROUP 0002 ...	001.001 · CSB/Operations Ch...		-4,910.17
Bill	252520085115	09/18/2025		OCT 10/01 - 31/2025 - MED INS	710.200 · Per Svcs-Fringe Fle...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Ch...	29782	09/18/2025	BOONE AND DARR	INVOICE 6622	001.001 · CSB/Operations Ch...		-611.61

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	6622	09/18/2025		MEN'S URINAL REPAIR - PARTS REPLACED	803.010 · Maint Svc Contingen...	-611.61	611.61
TOTAL						-611.61	611.61
Bill Pmt -Ch...	29783	09/18/2025	Brown, Laura	2025 - REIMBURSEMENT - DOWNTON AB...	001.001 · CSB/Operations Ch...		-39.42
Bill	25-3763-LEB	09/16/2025		REIMBURSEMENT - DOWNTON ABBEY RE...	884.126 · General Adult Progr...	-39.42	39.42
TOTAL						-39.42	39.42
Bill Pmt -Ch...	29784	09/18/2025	Cintas Corporation-300	4242528377 ACCT# 14203324	001.001 · CSB/Operations Ch...		-166.37
Bill	4242528377	09/18/2025		RUGS CLEANING SUPPLIES/SOAP	729.300 · Supplies-Cleaning R... 729.200 · Supplies-Cleaning S...	-143.79 -22.58	143.79 22.58
TOTAL						-166.37	166.37
Bill Pmt -Ch...	29785	09/18/2025	City of Chelsea	2025 AUG TRASH	001.001 · CSB/Operations Ch...		-50.00
Bill	22165	09/18/2025		AUG TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29786	09/18/2025	City of Chelsea-Elect & Water	AUG - 07/31/25 - 08/29/2025 - UTILITIES: EL...	001.001 · CSB/Operations Ch...		-8,905.69
Bill	20250909	09/18/2025		2025 -WATER - AUG - 07/31/25 - 08/29/2025 2025 - SEWER - AUG - 07/31/25 - 08/29/2025 2025 - ELECTRICITY - AUG - 07/31/25 - 08/2... 2025 - MoBee/GARAGE - AUG - 07/31/25 - 0... 2025 - SPRINKLER - AUG - 07/31/25 - 08/29/...	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Elec... 920.131 · MoBee - Garage ele... 920.150 · City of Chelsea Spr...	-72.55 -152.56 -8,305.14 -45.29 -330.15	72.55 152.56 8,305.14 45.29 330.15
TOTAL						-8,905.69	8,905.69
Bill Pmt -Ch...	29787	09/18/2025	Constellation NewEnergy-G...	2025 - INV 4402809 - ACCT BG-303066 - A...	001.001 · CSB/Operations Ch...		-274.65
Bill	4402809	09/18/2025		AUG - 07/22 - 08/20/25	920.200 · McKune Gas	-274.65	274.65
TOTAL						-274.65	274.65
Bill Pmt -Ch...	29788	09/18/2025	CRAWFORD DOOR SALES	INV 50990582	001.001 · CSB/Operations Ch...		-430.00
Bill	50990582	09/18/2025		STAFF ENTRANCE DOOR ARM/CLOSER R...	803.010 · Maint Svc Contingen...	-430.00	430.00
TOTAL						-430.00	430.00
Bill Pmt -Ch...	29789	09/18/2025	Dollar Bill Printing	DB-105192-INV	001.001 · CSB/Operations Ch...		-53.85
Bill	DB-105192-INV	09/15/2025		BUSINESS CARDS	880.340 · Printed Items / Statio...	-53.85	53.85
TOTAL						-53.85	53.85
Bill Pmt -Ch...	29790	09/18/2025	EVANS, CLAIRE	ZOOM PRESENTATION ABOUT JANE AUS...	001.001 · CSB/Operations Ch...		-250.00
Bill	25-3769-LEB	09/18/2025		2025 09/18/2025 ZOOM PRESENTATION AB...	884.119 · General Adult Events	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Ch...	29791	09/18/2025	Great Lakes Ace Hardware		001.001 · CSB/Operations Ch...		-36.60
Bill	18713/154	09/18/2025		CLAMPS, GLUE, METAL ROD	967.500 · Makerspace Equipm...	-17.64	17.64
Bill	18722/154	09/18/2025		EXHIBIT SUPPLIES	884.126 · General Adult Progr...	-18.96	18.96
TOTAL						-36.60	36.60
Bill Pmt -Ch...	29792	09/18/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-2,788.43
Bill	89873938	09/18/2025		· Summer Reading	884.226 · Summer Reading	-99.93	99.93
Bill	89873939	09/18/2025		· Teen General Programs	884.272 · Teen General Progr...	-51.95	51.95
Bill	89841545	09/18/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89841547	09/18/2025		· Adult Print General	982.720 · Adult Print General	-30.04	30.04
Bill	89841546	09/18/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	89841542	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89841550	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89841543	09/18/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	89841548	09/18/2025		· Adult Print General	982.720 · Adult Print General	-12.90	12.90
Bill	89841549	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89841544	09/18/2025		· Adult Print General	982.720 · Adult Print General	-20.27	20.27
Bill	89937634	09/18/2025		· Adult Print General	982.720 · Adult Print General	-19.20	19.20
Bill	89937633	09/18/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	89937630	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89937629	09/18/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	89937631	09/18/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	89937632	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	89948741	09/18/2025		· Youth Print General	982.760 · Youth Print General	-166.28	166.28

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	89873937	09/18/2025		· Book Club Supplies	884.128 · Book Club Supplies	-405.88	405.88
Bill	89908481	09/18/2025		· Youth Print General	982.760 · Youth Print General	-14.87	14.87
Bill	89908484	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-77.77	77.77
Bill	89908482	09/18/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-85.56	85.56
Bill	89908478	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	89908477	09/18/2025		· Adult Print General	982.720 · Adult Print General	-38.94	38.94
Bill	89908483	09/18/2025		· Adult Print General	982.720 · Adult Print General	-78.42	78.42
Bill	89908485	09/18/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-242.05	242.05
Bill	89908480	09/18/2025		· Adult Print General	982.720 · Adult Print General	-56.51	56.51
Bill	89908479	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-46.32	46.32
Bill	89908475	09/18/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-46.32	46.32
Bill	89908476	09/18/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	89917275	09/18/2025		· Summer Reading	884.226 · Summer Reading	-55.57	55.57
Bill	89948740	09/18/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.70	16.70
Bill	89948739	09/18/2025		· Adult Print General	982.720 · Adult Print General	-28.16	28.16
Bill	89970199	09/18/2025		· Youth Print General	982.760 · Youth Print General	-12.78	12.78
Bill	89970201	09/18/2025		· Adult Print General	982.720 · Adult Print General	-30.51	30.51
Bill	89970198	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89970200	09/18/2025		· Adult Print General	982.720 · Adult Print General	-12.90	12.90
Bill	89970196	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	89970197	09/18/2025		· Adult Print General	982.720 · Adult Print General	-35.16	35.16
Bill	89970202	09/18/2025		· Adult Print General	982.720 · Adult Print General	-34.07	34.07
Bill	89970207	09/18/2025		· Adult Print General	982.720 · Adult Print General	-31.00	31.00
Bill	89970203	09/18/2025		· Adult Print General	982.720 · Adult Print General	-18.91	18.91
Bill	89970206	09/18/2025		· Adult Print General	982.720 · Adult Print General	-69.23	69.23
Bill	89970210	09/18/2025		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	89970205	09/18/2025		· Adult Print General	982.720 · Adult Print General	-22.97	22.97
Bill	89970208	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-16.31	16.31
Bill	89970204	09/18/2025		· Adult Print General	982.720 · Adult Print General	-13.80	13.80
Bill	89970209	09/18/2025		· Youth Print General	982.760 · Youth Print General	-165.86	165.86
Bill	90010890	09/18/2025		· Adult Print General	982.720 · Adult Print General	-48.78	48.78
Bill	90061705	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-34.81	34.81
Bill	90061711	09/18/2025		· Adult Print General	982.720 · Adult Print General	-46.20	46.20
Bill	90061708	09/18/2025		· Adult Print General	982.720 · Adult Print General	-18.65	18.65
Bill	90061710	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-36.97	36.97
Bill	90061706	09/18/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.63	37.63
Bill	90061707	09/18/2025		· Adult Print General	982.720 · Adult Print General	-16.49	16.49
Bill	90061709	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	90091348	09/18/2025		· Adult Print General	982.720 · Adult Print General	-16.53	16.53
Bill	90091346	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-76.79	76.79
Bill	90091352	09/18/2025		· Adult Print General	982.720 · Adult Print General	-25.19	25.19
Bill	90091350	09/18/2025		· Adult Print General	982.720 · Adult Print General	-15.65	15.65
Bill	90091347	09/18/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	90091349	09/18/2025		· Adult Large Print	982.710 · Adult Large Print	-34.19	34.19
Bill	90091351	09/18/2025		· Youth Print General	982.760 · Youth Print General	-15.06	15.06
TOTAL						-2,788.43	2,788.43
Bill Pmt -Ch...	29793	09/18/2025	Johnson Controls	ACCT 1348743 - 1-136417605766	001.001 · CSB/Operations Ch...		-380.60
Bill	1-136417605766	09/18/2025		VFD NOT RESETTING AFTER POWER BLIP...	803.010 · Maint Svc Contingen...	-380.60	380.60
TOTAL						-380.60	380.60
Bill Pmt -Ch...	29794	09/18/2025	KeyBank	A/C Ending .....3195 08/10 - 09/09/25 DU...	001.001 · CSB/Operations Ch...		-3,027.89
Bill	20251006	09/16/2025		AMERICAN AED	967.330 · Equipment - non-Co...	-1,372.39	1,408.52
				COTTAGE INN PIZZA - LABOR DAY STAFF ...	969.620 · Staff In-Service & Ap...	-61.93	63.56
				CHELSEA WELLNESS - SEP HEALTH STIPE...	969.620 · Staff In-Service & Ap...	-194.87	200.00
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-165.64	170.00
				FB - META - MUSIC IN THE AIR	880.110 · Media Buy	-11.55	11.85
				4IMPRIINT - BRANDED PENS	880.340 · Printed Items / Statio...	-201.15	206.45
				POLLY'S - COMMUNITY PICNIC SUPPLIES	884.126 · General Adult Progr...	-69.12	70.94
				ZOU ZOU'S - COMMUNITY PICNIC SUPPLIES	884.126 · General Adult Progr...	-150.88	154.85
				CLEARY'S - STAFF APPRECIATION FOR PA...	969.620 · Staff In-Service & Ap...	-112.89	115.86
				CLEARY'S - HELPER, WORK ANNIVERSAR...	969.620 · Staff In-Service & Ap...	-24.36	25.00
				ZOOM - VIDEO CONF SOFTWARE, 08/24 - 0...	967.200 · Equipment Software	-38.49	39.50
				GODADDY - WEBSITE HOSTING, MY-CDL...	803.395 · Website Hosting & S...	-22.60	23.19
				BAMBU LABS - 3D PRINTING	884.602 · Technology Program...	-141.19	144.91
				ALA MEMBERSHIP - LAURA BROWN, 2010...	969.320 · Information Services	-121.79	125.00
				ELEGOO US (PYN) - 3D PRINTER MATERIA...	967.500 · Makerspace Equipm...	-260.03	266.88
				NINTENDO	967.500 · Makerspace Equipm...	-41.30	42.39
				CRAINS DETROIT	967.500 · Makerspace Equipm...	-9.74	10.00
				THE LAKEHOUSE BAKERY	967.500 · Makerspace Equipm...	-20.17	20.70
				ELEGOO US - FOREIGN TRANSACTION FEE	967.500 · Makerspace Equipm...	-7.80	8.01
TOTAL						-3,027.89	3,107.61
Bill Pmt -Ch...	29795	09/18/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-449.82
Bill	507425057	09/15/2025		JULY ADULT FEATURE	982.460 · DVD Feature	-119.20	119.20
Bill	507458524	09/15/2025		JULY ADULT FEATURE	982.460 · DVD Feature	-198.68	198.68
Bill	507653858	09/15/2025		APR-JUL CDs	982.420 · Music on CD	-11.99	11.99
Bill	507686511	09/18/2025		SUMMER DVDs	982.480 · Youth Video DVD	-53.98	53.98
Bill	507335339	09/18/2025		FAMILY DVDs	982.480 · Youth Video DVD	-53.98	53.98
Bill	507520010	09/18/2025		YOUTH CDs - NOW MUSIC CDs	982.420 · Music on CD	-11.99	11.99
TOTAL						-449.82	449.82

Chelsea District Library  
Monthly Check Register

September 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill Pmt -Ch...	29796	09/18/2025	SIGNS IN 1 DAY	39323	001.001 - CSB/Operations Ch...		-151.00
Bill	39323	09/15/2025		WORKING AMERICA EXHIBIT VINYL LETTE...	880.311 - Exhibits	-151.00	151.00
TOTAL						-151.00	151.00
Bill Pmt -Ch...	29797	09/18/2025	SMART BUSINESS SOURCE		001.001 - CSB/Operations Ch...		-169.61
Bill	WO-265496-1	09/16/2025		GENERAL SUPPLIES	727.100 - Supplies - General ...	-156.23	156.23
Bill	WO-265496-2	09/16/2025		GENERAL SUPPLIES	727.100 - Supplies - General ...	-13.38	13.38
TOTAL						-169.61	169.61
Bill Pmt -Ch...	29798	09/18/2025	Verizon Wireless	INV 6122174217 - ACCT 442098695-00001 ...	001.001 - CSB/Operations Ch...		-685.57
Bill	6122174217	09/15/2025		HOT SPOTS - 07/29 - 08/28/25 (08/29 - 09/2...	850.311 - WiFi Hotspots	-554.29	554.29
				IT CELL PHONE - 07/29 - 08/28/25 (08/29 - 0...	850.121 - IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT 07/29 - 08/28/25 (...	850.310 - Internet	-80.22	80.22
TOTAL						-685.57	685.57
Bill Pmt -Ch...	29799	09/18/2025	Michigan Municipal League	LIMITED BCBSM OR UNEMPLOYMENT ON...	001.001 - CSB/Operations Ch...		-225.00
Bill	9304	09/18/2025		LIMITED BCBSM OR UNEMPLOYMENT ONL...	969.530 - Institutional Member ...	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Ch...	29800	09/18/2025	UNIVERSITY OFFICE TECH...		001.001 - CSB/Operations Ch...		-863.20
Bill	592089784	09/18/2025		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...	-65.80	65.80
Bill	592105126	09/18/2025		PUBLIC COPIER	803.101 - Public Copier	-69.20	69.20
				STAFF COPIER	803.102 - Staff Copier	-59.20	59.20
TOTAL						-863.20	863.20

## Chelsea District Library Donation and Restricted

January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	751	751	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	5,950	5,750	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	14,990	15,768	(778)
674.140 · Designated Capital	8,200	8,200	0
674.141 · Designated Technology	0	3,000	(3,000)
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	750	750	0
<b>Total 674.000 · Revenue Contribution &amp; Donation</b>	<b>38,061</b>	<b>45,139</b>	<b>(7,078)</b>
<b>Total Income</b>	<b>38,061</b>	<b>45,139</b>	<b>(7,078)</b>
<b>Gross Profit</b>	<b>38,061</b>	<b>45,139</b>	<b>(7,078)</b>
<b>Expense</b>			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
<b>Total 850.900 · Telecom-Restricted Gifts</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
<b>Total 850.000 · Telecommunications</b>	<b>0</b>	<b>3,000</b>	<b>(3,000)</b>
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
<b>Total 884.211 · Authors in Chelsea</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>Total 884.210 · Youth Speakers</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
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)
<b>Total 884.400 · Music Focus</b>	<b>1,140</b>	<b>3,000</b>	<b>(1,860)</b>
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,513	1,000	513
<b>Total 884.500 · Artist In Residence</b>	<b>1,513</b>	<b>1,000</b>	<b>513</b>
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,276	1,500	(224)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	752	750	2
<b>Total 884.910 · Adult Programming Restricted</b>	<b>2,028</b>	<b>3,500</b>	<b>(1,472)</b>
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	450	(450)
884.926 · Youth Prog Rest Gifts SRP	3,727	3,750	(23)

## Chelsea District Library Donation and Restricted

January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget
Total 884.920 · Youth Programming Restricted	3,727	4,200	(473)
884.990 · Technology Programs			
884.992 · Technology Prog Res Gifts	50	50	0
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	10,458	13,750	(3,292)
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	250	(250)
982.920 · Youth Collection Restricted	20	20	0
Total 982.000 · Collection Expense	20	270	(250)
<b>Total Expense</b>	<b>10,855</b>	<b>17,770</b>	<b>(6,915)</b>
<b>Net Ordinary Income</b>	<b>27,206</b>	<b>27,369</b>	<b>(163)</b>
<b>Net Income</b>	<b>27,206</b>	<b>27,369</b>	<b>(163)</b>

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

TOTAL

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>																
<b>Income</b>																
402.000 - District Revenue 402	980,681	954,732	353,888	9,036	(351)	80,428	2,187	0	3,695	(616)	0	0	2,383,680	2,388,201	(4,521)	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	707	142	0	0	3,991	4,000	(9)	100%
657.100 - Non-Resident Fees 607.100	0	156	250	125	1,531	0	0	0	0	83	0	0	2,145	4,000	(1,855)	54%
657.200 - ILL Fees/Collection Agency Rec	0	15	15	45	330	0	45	15	15	15	0	0	495	600	(105)	83%
665.000 - Bank Interest 665.100	84	82	69	41	44	30	41	27	26	0	0	0	444	800	(356)	56%
665.100 - Investment Gains/Losses 666.100	3,953	21,212	5,654	8,194	7,733	5,880	7,701	14,786	7,582	0	0	0	82,695	72,000	10,695	115%
669.000 - Investment Value Change 665.500	(1,422)	1,829	1,497	806	(1,592)	2,083	(1,279)	2,723	967	0	0	0	5,612	0	5,612	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	550	1,000	0	0	39,061	45,139	(6,078)	87%
<b>Total Income</b>	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	624	0	0	2,634,601	2,631,740	2,861	100%
<b>Gross Profit</b>	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	624	0	0	2,634,601	2,631,740	2,861	100%
<b>Expense</b>																
701.000 - Personnel Svcs Control Acct 701	73,746	102,758	107,559	104,934	150,738	103,448	106,463	104,151	103,513	100,311	0	0	1,057,621	1,377,309	(319,688)	77%
727.000 - Supplies 727	1,812	624	613	639	1,994	370	2,483	1,750	674	118	0	0	11,077	19,000	(7,923)	58%
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	13	0	0	2,041	3,000	(959)	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	2,046	2,253	0	0	53,418	116,612	(63,194)	46%
802.000 - Admin-Fees & Misc Costs 801.300	97	6	7	47	379	43	63	41	40	61	0	0	784	1,540	(756)	51%
803.000 - Maintenance Service Contracts	9,536	8,774	8,020	30,107	19,626	10,249	11,519	10,330	9,187	6,285	0	0	123,633	186,860	(63,227)	66%
850.000 - Telecommunications	2,503	(295)	2,153	3,882	1,543	2,040	2,032	2,949	2,507	1,812	0	0	21,126	46,420	(25,294)	46%
880.000 - Promotional Materials	7,093	12,077	7,041	8,779	5,586	2,117	3,786	7,553	6,979	3,839	0	0	64,850	86,050	(21,200)	75%
884.000 - Programming	10,910	4,467	58,941	8,954	8,072	8,251	3,410	11,222	3,435	8,766	0	0	126,428	165,125	(38,697)	77%
885.000 - Volunteer	4	60	0	326	36	7	25	0	0	0	0	0	458	2,600	(2,142)	18%
920.000 - Utilities	87	182	221	4,835	4,688	4,919	5,890	10,090	9,180	0	0	0	51,526	69,950	(18,424)	74%
960.000 - Board & Director Expense	13,592	0	0	10,097	502	123	1,802	41	0	0	0	0	3,187	3,500	(313)	91%
965.000 - Automation Services	0	0	3,043	3,895	0	0	0	10,097	0	0	0	0	33,786	51,968	(18,182)	65%
966.000 - Insurance 801.200	245	9,646	1,493	2,570	1,326	488	4,613	619	6,553	128	0	0	7,165	23,218	(16,053)	31%
967.000 - Equipment	1,021	1,592	5,534	2,973	526	1,012	2,415	2,095	754	50	0	0	17,972	31,521	(13,549)	57%
970.000 - Capital Expense 980.00	76,308	18,617	38,204	616	59,668	160	4,785	3,824	(3,179)	0	0	0	199,003	261,118	(62,115)	76%
982.000 - Collection Expense	9,043	9,867	59,994	14,419	17,856	8,759	16,906	21,994	14,226	12,883	0	0	185,947	274,246	(88,299)	68%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653			
<b>Total Expense</b>	211,824	178,238	302,895	199,936	275,351	165,417	174,898	191,280	156,031	136,602	0	0	1,992,472	2,773,887	(781,415)	72%
<b>Net Ordinary Income</b>	790,172	802,271	155,739	(78,719)	(264,268)	(70,116)	(153,255)	(161,228)	(142,489)	(135,978)	0	0	642,129	(142,147)	784,276	
<b>Other Income/Expense</b>																
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1)	0%
995.001 - Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
<b>Total Other Expense</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
<b>Net Other Income</b>	790,172	802,271	155,739	(78,719)	(264,268)	(70,116)	(153,255)	(161,228)	(142,489)	(135,978)	0	0	642,129	(188,948)	831,077	
<b>Net Income</b>	790,172	802,271	155,739	(78,719)	(264,268)	(70,116)	(153,255)	(161,228)	(142,489)	(135,978)	0	0	642,129	(188,948)	831,077	

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

	Jan - Sep 25	Jan - Sep 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
402.000 · District Revenue 402	2,384,296.86	2,210,375.06	173,921.80	7.87%
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	3,849.48	3,464.90	384.58	11.1%
657.100 · Non-Resident Fees 607.100	2,062.50	2,984.37	-921.87	-30.89%
657.200 · ILL Fees/Collection Agency Rec	480.00	477.00	3.00	0.63%
665.000 · Bank Interest 665.100	444.87	1,066.94	-622.07	-58.3%
665.100 · Investment Gains/Losses 666.100	82,694.09	55,909.99	26,784.10	47.91%
669.000 · Investment Value Change 665.500	5,611.77	9,179.40	-3,567.63	-38.87%
671.000 · Misc Income & Refunds 606.000	8,750.00	13,044.45	-4,294.45	-32.92%
674.000 · Revenue Contribution & Donation	38,060.68	37,608.32	452.36	1.2%
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%
<b>Total Income</b>	<b>2,633,977.92</b>	<b>2,492,972.38</b>	<b>141,005.54</b>	<b>5.66%</b>
<b>Gross Profit</b>	<b>2,633,977.92</b>	<b>2,492,972.38</b>	<b>141,005.54</b>	<b>5.66%</b>
<b>Expense</b>				
701.000 · Personnel Svcs Control Acct 701	957,309.23	903,536.98	53,772.25	5.95%
727.000 · Supplies 727	10,958.71	8,960.35	1,998.36	22.3%
731.000 · Other Svc - Postage 727.700	851.62	335.41	516.21	153.9%
732.000 · Supplies-Maintenance 727.800	2,027.70	2,315.21	-287.51	-12.42%
758.000 · FUEL - DIESEL	264.21	0.00	264.21	100.0%
801.000 · Professional & Contractual Svcs	51,167.35	63,578.18	-12,410.83	-19.52%
802.000 · Admin-Fees & Misc Costs 801.300	723.84	491.74	232.10	47.2%
803.000 · Maintenance Service Contracts	117,348.50	95,729.91	21,618.59	22.58%
850.000 · Telecommunications	19,312.41	23,177.08	-3,864.67	-16.68%
880.000 · Promotional Materials	61,011.09	66,969.40	-5,958.31	-8.9%
884.000 · Programming	117,663.28	131,750.24	-14,086.96	-10.69%
885.000 · Volunteer	458.21	379.73	78.48	20.67%
920.000 · Utilities	51,526.17	41,979.22	9,546.95	22.74%
960.000 · Board & Director Expense	3,186.66	3,445.67	-259.01	-7.52%
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	27,553.40	23,467.25	4,086.15	17.41%
969.000 · CE, Staff Development & Travel	17,922.41	17,033.10	889.31	5.22%
970.000 · Capital Expense 980.00	199,002.91	138,617.17	60,385.74	43.56%
982.000 · Collection Expense	173,063.33	127,327.51	45,735.82	35.92%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
<b>Total Expense</b>	<b>1,855,872.90</b>	<b>1,679,035.31</b>	<b>176,837.59</b>	<b>10.53%</b>
<b>Net Ordinary Income</b>	<b>778,105.02</b>	<b>813,937.07</b>	<b>-35,832.05</b>	<b>-4.4%</b>
<b>Net Income</b>	<b>778,105.02</b>	<b>813,937.07</b>	<b>-35,832.05</b>	<b>-4.4%</b>

8.1

**Ameriprise      September 30, 2025**  
**Account no. 0000-4823-9221-4**  
**GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500**

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25	\$3,134,308.75	\$300,000.00	\$5,653.94	\$1,496.90	\$0.00	\$3,441,459.59
04/30/25	\$3,441,459.59	\$0.00	\$8,194.08	\$806.10	\$200,000.00	\$3,250,459.77
05/31/25	\$3,250,459.77	\$0.00	\$7,732.52	-\$1,591.67	\$250,000.00	\$3,006,600.62
06/30/25	\$3,006,600.62	\$0.00	\$5,879.83	\$2,082.62	\$200,000.00	\$2,814,563.07
07/31/25	\$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	\$200,000.00	\$2,638,494.38
09/30/25	\$2,638,494.38	\$0.00	\$7,581.67	\$966.94	\$200,000.00	\$2,447,042.99
10/31/25						\$0.00
11/30/25						\$0.00
12/31/25						\$0.00
<b>Balance YTD</b>	<b>\$1,838,737.13</b>	<b>\$1,570,000.00</b>	<b>\$82,694.09</b>	<b>\$5,611.77</b>	<b>\$1,050,000.00</b>	<b>\$2,447,042.99</b>
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

\*Should match Ameriprise Statement

7.0

## CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2025

### General Fund

#### LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001
Paypal Account	003.002
Cash on Hand	

Beginning Balance	Net Change	Ending Balance
\$124,250.11	\$49,651.53	\$173,901.64
\$150.00	-\$150.00	\$0.00
<u>\$124,400.11</u>	<u>\$49,501.53</u>	<u>\$173,901.64</u>

### Ameriprise Account

MMF - Interest and earnings	017.003
MMF - Deposits and withdrawals	017.003
Fixed Income Fund	017.004

\$1,680,835.96	8,548.61	\$1,689,384.57
\$957,658.42	-\$200,000.00	-\$200,000.00
<u>\$2,638,494.39</u>	<u>-\$191,451.39</u>	<u>\$2,447,042.99</u>

### Investment Partners Total

### Total General Fund

<u>\$2,762,894.50</u>	<u>-\$141,949.86</u>	<u>\$2,620,944.63</u>
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# **DIRECTOR'S REPORT**



# **Library Director's Report**

## **Respectfully submitted for October 2025 board meeting**

### **Staff Announcements**

#### October Staff Work Anniversaries

- Library Assistant Marissa Salvia, three years on October 3
- Library Aide Maya Reames, four years on October 4
- Youth Librarian Amelia Herron, two years on October 9
- Adult Librarian Catherine Sossi, six years on October 21

Congratulations one and all!

### **State's FY2026 Budget and Michigan Libraries**

On Tuesday, October 7, Governor Gretchen Whitmer signed Michigan's into law. Thanks to your outreach, education, and advocacy, Michigan libraries secured several key funding wins:

- The Library Services and Technology Act (LSTA) line item remains in the budget, allowing the Library of Michigan to spend federal dollars as allocated on vital statewide programs like the Michigan eLibrary and catalog, MeL and MeLCat.
- While many state departments and agencies saw budget reductions, State Aid to Libraries remained flat with no funding cut. While we always advocate for an increase in Michigan's only direct aid to public libraries and library cooperatives, flat funding is a stable outcome in an otherwise tenuous budget climate.
- The state budget includes a one-time \$900,000 increase in state funding for the Michigan eLibrary (MeL), reflecting library advocates' persistent efforts to highlight the importance of MeL and the critical role of LSTA funds in supporting the program.

View the entire budget [here](#).

*Source: Michigan Library Association*

### **Compensation Study**

At the Friday, October 17 all-staff meeting, Jeffrey Rahmberg and Jamie Watt of Rahmberg Stover & Associates will present their report on the recently completed CDL compensation study. (Jeffrey presented this study's implementation, findings, and recommendations to the board at the July meeting.)

At this meeting, the project overview, activities, and observations and recommendations will be shared. The new salary structure with twelve job grades, position placements within that structure, and the new salary ranges for each job grade will be shared as well. Staff will be notified of placement in the new salary ranges after the meeting and before the end of the year.

The new placements will go into effect in 2026. We have budgeted for these salary adjustments in the recently approved 2026 operations budget approved by the board at the September meeting.

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

1.1 Provide a welcoming place for all

- Hosted Working America exhibition, sharing immigrant voices and stories
- Created Working Chelsea exhibit highlighting local workers

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

- Staff presented the Community Care Collection to the Chelsea Rotary Club

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

- Library Director shared library news at weekly Rotary meetings
- Head of Information Services shared library news at Chelsea Area Chamber Ambassadors meeting
- Head of Marketing & Outreach networked/shared library news with community business representatives at Chamber Golf Outing
- Recognized and received donation at Chelsea Community Foundation's Ann Feeney Awards
- Mobe and staff attended school sports events

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

- Rotary meetings – September 9, 16 & 30
- Meeting at St. Louis Center to discuss collaboration – September 5
- Library of Michigan Directors meeting via Zoom – September 12
- Manned table at Voices of Courage (sponsored by SHAPE) event at WSEC – September 17
- Chelsea Chamber Collective – September 30



**Core**  
LEADERSHIP  
INFRASTRUCTURE  
FUTURES

## 2025 PR Xchange Awards Competition

Congratulations to

**Chelsea District Library**

for winning the 2025 PR Xchange Award for:

**Triumph Over Adversity: Reflections with Jim Abbott  
Special Events  
\$1 - \$5 Million**



2025 PR Xchange Co-chairs  
HOLLY FLYNN AND MARK AARON POLGER



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

**Facility updates**

- Scheduled fall repairs: McKune side porches and blower motor on one of the residential size hvac units for McKune. *Completed September.*
- Fall is when we start to prepare for winter and close out our budget, so the sprinklers will be winterized and the last of the building inspections (fire alarms/ extinguisher/emergency lighting, gutters) will be scheduled in the next three months.
- We had our last shrub treatment for the year, as well as another lawn fertilization, which leaves just one last lawn treatment for the year.
- Had several hours of weeding done this month; will have one more session in October to finish up the year. Weeding has been an ongoing challenge. Well-meaning volunteers often don't last long so with Lori's help, we have engaged a dedicated young man that we will pay to keep the weeds at bay.
- Our electrician was out to repair the hanging LED fixture in Lori's office. He suggested she stop swinging from it.
- The POTS line for the building alarm was upgraded to cellular this month but continues to show a "line trouble" message. PIKK Services will return in October to check the master control box in hopes of diagnosing the problem.
- We were able to take advantage of an offer of free office furniture from the law firm where library assistant Sam Banda's husband Dan works. They were downsizing their offices and had some shelving, lateral files, chairs, a combo convection/microwave oven, and lots of office supplies we were able to acquire for just the cost of renting a truck to get it here. Volunteers Kerry and Ian Ballard provided most of the muscle to make it happen.
- Our electric and gas bills have been unusually high the past few months, so I have been exploring possible reasons. I have had the meters inspected (both had no issues) so continue to work with Johnson Controls to determine and correct the problem.

**Volunteers**

In September we had 196 book sale hours and 75.25 non-book sale hours, for a total of 271.25 hours. Our Youth Service Group volunteers are done for the year, so our numbers reflect their absence.

**HR-** we posted our Head of Technology opening this month and scheduled four interviews, two of which were conducted. Two candidates took other jobs before we could interview them. We did not find a suitable candidate so the position is currently reposted.

*Respectfully submitted,* Linda Ballard, Assistant Director



## September Highlights

- Our annual exhibition went live in September. This year’s exhibition is Working America, a photography collection meant to celebrate and raise awareness of the working American, specifically, contributions from immigrants and first generation Americans. In addition to the professional, touring exhibit, we created an in-house exhibit that highlights local business owners and workers here in Chelsea. This Chelsea display is located in the lobby. The Working America exhibit is in the McKune Room, along with a few interactive elements.
- September began Mobee sports visits. This made for a weekend and weeknight heavy fall for staff, but we are very pleased with the success of the stops. Each stop brings approximately 30 attendees and provides an excellent opportunity for staff to engage with community members who would otherwise be too busy for regular library visits.
- Our storytimes restarted in September. We moved the preschool storytime from Wednesdays to Fridays and saw a significant increase in participation. We’ve had steady numbers for both babytime and toddlertime as well.

## Meetings, Presentations, and Outreach

- I attended the Chamber Ambassador meeting at Eddy Discover Center this month. I reported on Working America, Song Fest, and the Community Care Collection.
- Lori and I attended a rotarian lunch where I presented to members on the Community Care Collection.
- Virginia and I met with counselors at Chelsea High School. We showcased Learning Express Library, LinkedIn Learning, and discussed other ways we could support the schools and the students. Tom Mann, one of the counselors, ended up renewing his library card as a result.
- Youth librarian Jessica worked with South Meadows Elementary to start a school year reading challenge in response to declining numbers of school aged kids reading for fun. We’ve created Chapter a Day, a challenge that encourages kids to read one chapter OR 20 minutes everyday after school, with the goal of completing an entire book. If 90% of the school participates, we will welcome a surprise author for a visit with the students. Teachers are tracking the students' reading and reporting to the principal and to CDL.

## Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	<b>Adult Program Attendance</b>				

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

9/3/2025	Reading Glasses Book Club	8			
9/5/2025	Adult Therapy Dogs	7			
9/7/2025	Downton Abbey Tea and Trivia	12			
9/10/2025	Books & Banter	8			
9/13/2025	Purple Rose Reading		77		
9/18/2025	Jane Austen's Sanditon	8			
9/20/2025	Birding Basics Walk	16			
		59	77		
	<i>Adult Program Totals</i>	136			
	<b>Early Literacy Program Attendance</b>				
9/2/2025	Babytime	25			
9/4/2025	Toddler time	42			
9/5/2025	Preschool Storytime	25			
9/9/2025	Babytime	18			
9/11/2025	Toddler time	26			
9/12/2025	Preschool Storytime	13			
9/13/2025	KinderConcert	45			
9/16/2025	Babytime	16			
9/18/2025	Toddler time	19			
9/19/2025	Preschool Storytime	8			
9/23/2025	Babytime	29			
9/25/2025	Toddler time	29			
9/26/2025	Preschool Storytime				
9/30/2025	Babytime	23			
	<i>Early Literacy Programs Total</i>	318			
	<b>Youth Program Attendance</b>				
9/8/2025	Lego Club	13			
9/16/2025	The Rookery Chess Club	6			
9/19/2025	Read to Library Dogs	4			
9/21/2025	Family Yoga	11			
9/23/2025	Tween Book Club	9			
9/24/2025	Kids Writing Workshop	15			
9/30/2025	The Rookery Chess Club	10			
	<i>Youth Program Totals</i>	68			

<b>Teen Program Attendance</b>					
9/5/2025	PWNED Teen Gaming Club	3			
9/27/2025	Teen Song Fest Showcase	71			
	<i>Teen Program Totals</i>	74			
<b>Outreach Program Attendance</b>					
9/3/2025	Staff presentation @ SME (youth)	25			
9/11/2025	Storytime @ ECC (youth)	32			
9/12/2025	Storytime @ Mudpies (youth)	27			
9/16/25	Rotarian Presentation	12			
9/18/02025	Pines Book Club (adult)	8			
9/24/2025	Storytime @ ECC (youth)	8			
9/29/2025	Brio Resource Fair for residents (adult)	50			
9/30/2025	Storytime @ ECC (youth)	27			
	<i>Outreach Program Totals</i>	189			
<b>Mobee Visit Program Attendance</b>					
9/2/25	Pines (outreach, adult)	11			
9/6/25	Saturday Soccer - WSEC Field (outreach, youth)	34			
9/8/25	CRC Dancey (outreach, adult)	10			
9/10/25	After Care at Pierce Lake School (outreach, youth)	45			
9/10/25	Sylvan Crossing (outreach, all ages)	6			
9/13/25	Saturday Soccer - WSEC Field (outreach, youth)	38			
9/16/25	Flag Football WSEC (outreach, youth)	29			
9/20/25	Saturday Soccer - WSEC Field (outreach, youth)	28			
9/22/25	Silver Maples (outreach, adult)	11			
9/23/25	Flag Football WSEC (w/ food trucks, no food trucks) (outreach, youth)	27			
9/25/25	Flag Football WSEC (w/ food trucks, no food trucks) (outreach, youth)	19			
9/27/25	Saturday Soccer - WSEC Field (outreach, youth)	34			
9/30/25	Flag Football WSEC (w/ food trucks)	23			

	(outreach, youth)				
	<i>Mobee Totals</i>	315			

### 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
9/25/2025	Evenings in the Engine	1
9/27/2025	Be Ingenious	10

#### *One-One Appointment Stats*

Number of attendees at appointments & tours	43
Number of Unique Users	16

### Reference, Collections, Deliveries, and Other

Services*	September 25
Reference Questions	1,866
CDL Delivers & Deposit Book Deliveries	16

\*The Chelsea District Library was closed on Monday, Sep 1st for the Labor Day holiday.

### Collections Usage

LibraryIQ and the company that provides CARL, TLC, are having errors with data uploading, which is skewing our September usage stats. I am in communication with our representative and John Inman from TLN to try and fix these issues quickly and provide usage statistics in the October report.

### Patron Feedback

Jessica Zubik received lovely feedback from Katie Spisich , the principal at South Meadows Elementary, in regards to the Chapter A Day Reading Challenge she's worked hard to plan:

"I wanted to say thank you for all that you are doing to partner with us and promote literacy. I recognize how much you go above and beyond to partner with the schools and I sincerely appreciate it. This town is incredibly lucky to have you serving in this role and all the ideas/programming that you bring to it. Know that you are so appreciated! Enjoy your weekend!"

A librarian emailed me about Amelia's performance in the Ingenuity Engine:

"Amelia had an appointment with a patron today to do some 3D Printing...the patron was over the moon excited by the work that Amelia had done (Amelia created the file in tinkercad, and had shown the patron how they had done it, and thus, how the patron could do it herself.) She was saying that the file was amazing, that Amelia was amazing, and she was excited to come back again."



# Technology Department

## September 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.

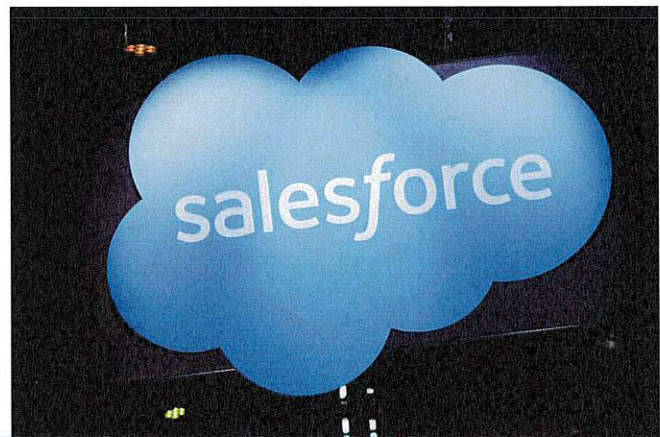
*Share the URL:*

<https://chelseadistrictlibrary.org/techtalk>

Protect yourself from “Vishing” scams.

Almost 1 billion Salesforce records stolen, hacker group claims

By Reuters



According to Reuters: “Cybercriminals connected to a recent string of ransomware attacks on major British retailers said on Friday they had stolen **almost 1 billion records** from cloud technology giant Salesforce by focusing on companies that use its software.

*One of the hackers, who identified themselves as Shiny, told Reuters in an email they did not directly hack Salesforce, but targeted Salesforce customers using “vishing,” or **voice phishing, a form of social engineering attack in which hackers impersonate employees to IT help desks over the phone.***

Voice scams are growing across the globe. As free AI tools become more powerful, it's a trend that will only grow. Security experts suggest having difficult conversations with family members. Senior citizens in particular are common targets with criminals often posing as family members in distress. Experts advise setting up code words or phrases to help authenticate conversations in the event of a genuine emergency. A challenge response exchange can quickly identify a scammer.

“Where is your brother?” for example, would require this (precise and) false answer “In Boston”. Scammers will never crack this code as it's personal to your family. Since it's also a false statement, it's unlikely to be guessable by scammers even if your family is active on social media.

## Services by the Numbers

DATA SERVICES		APR	MAY	JUN	JUL	AUG	SEP
11059.5	Hotspots: Total GB Used - Township Halls	1233.7	1285.9	1180.3	1294.8	1224.7	1315.1
42.6	-- Lima Township (GB)	4.6	4.8	5.2	5.1	4.9	5.2
358.9	-- Sylvan Township (GB)	41.2	39.5	40.7	41.2	40.5	41.6
10658	-- Mobile Beacon (GB)	1187.9	1241.6	1134.4	1248.5	1179.3	1268.3
170	Hotspot Devices Circulated	15	12	27	31	23	27
3870	Public Internet - Computer Sessions	432	357	362	541	488	430
3879	Public Internet - Wireless Logins	408	399	453	439	428	434
ONLINE SERVICES		APR	MAY	JUN	JUL	AUG	SEP
174200	Website Page Views *WebLinx/Google	14200	17000	18000	21000	25000	23000
34900	Website Sessions *WebLinx/Google	3900	3500	3600	3500	3900	5700
28347	AUDIO Downloads Total	3020	3212	3215	3339	3202	3319
19085	-- Audio: Overdrive	2065	2120	2191	2283	2151	2222
9262	-- Audio: Hoopla	955	1092	1024	1056	1051	1097
4031	VIDEO Downloads Total	362	378	407	644	572	375
3037	-- Video: Kanopy	259	284	324	541	450	283
994	-- Video: Hoopla	103	94	83	103	122	92
22323	EBook Downloads Total	2175	2218	2204	2163	2051	1939
20217	-- Ebook: Overdrive	1930	2030	1967	1924	1843	1722
2106	-- Ebook: Hoopla	245	188	237	239	208	217
54701	TOTAL Downloads	5557	5808	5826	6146	5825	5633

**Head of Marketing & Outreach Monthly Board Report**  
**(September 1–30, 2025):** Respectfully submitted by Virginia Krueger

**Outreach Overview:**



September kicked off our fall youth sports stops, which have proven to be wonderful outreach opportunities, with many comments from parents and grandparents saying “We are so happy you do this,” “What a great idea!,” and “Thank you.” Outreach is bringing library services to where people are and in this particular outreach we are meeting busy families and helping literacy efforts by putting books into the hands of the players coming off the field, as well as the siblings who are on the sidelines. We’ve had a few parents grab a bestseller as well.

**September Outreach:**

<b>Outreach Partner</b>	<b>Attendance</b>
Pines	11
Staff presentation @ SME	25
Saturday Soccer - WSEC Field	34
CRC Dancey	10
After Care at Pierce Lake School	45
Sylvan Crossing	6
Storytime @ ECC	32
Storytime @ Mudpies	27
Saturday Soccer - WSEC Field	38
Presentation to Rotary on Community Care Collection	12
Flag Football WSEC	29
Saturday Soccer - WSEC Field	28
Silver Maples	11
Flag Football WSEC	27
Storytime @ ECC	8
Flag Football WSEC	19

Saturday Soccer - WSEC Field	34
Brio Resource Fair for residents	50
Storytime @ ECC	27
Flag Football WSEC	23

*(Items in Grey are Mobile CDL stops)*

### **Technology Outreach**

In September we started offering drop-in technology help hours at the library. These hours are listed on our events calendar and have been publicized via eNews, social media, and word of mouth. This “soft launch” will allow us to fine-tune the service as we better learn what people’s needs are and when they are most available. It is intended to complement the technology drop-in help offered on Wednesday mornings at Chelsea Senior Center. A newsletter article advertising this service will be included in the winter print newsletter.

In September, Everett saw 11 patrons to assist with a variety of technology needs. The patrons using this service so far are all senior citizens. In addition to these drop-in hours, Everett is available by appointment to help patrons. I created a webpage with an appointment request form for patrons as well as for our librarian staff to be able to assist patrons in-person when they are looking for help and Everett is not available. I also created and implemented a waiver of liability that is signed by patrons receiving assistance.

### **Marketing Overview:**

September marked Library Card Sign-Up month and continued work on our *Working Chelsea* display. Katie and I coordinated two social media campaigns to celebrate library card holdership as well as the business community and workers in Chelsea. These campaigns have resulted in outstanding engagement on our social platforms.

### **September eNews Metrics:**

We sent five weekly e-newsletters (4,321 subscribers). The weekly eNews averaged a 59.2% open rate, which compares favorably to an average open rate of 43% across nonprofit industries.

**Social Media:** *Note: Meta is no longer tracking reach statistics, so that data will no longer be reported . Instead I will report content views and unique viewers.*

### **September Social Media Metrics:**

September’s Library Card Sign-Up Month and Working Chelsea campaigns increased our social media engagement dramatically. The use of photographs of people improves performance in the Meta algorithm and that was demonstrated with these campaigns.

**CDL Facebook:** 3,872 followers (+41) | 1.3K page visits (up 8.6% from August) 88K views (up 126.4% from August)

**CDL Instagram:** Followers: 1,180 (+11) | 99 profile visits (up 5.3% from August) | 10.2K views (up 16.7% from August)

**Google Advertising:**

Our Google ad grant campaigns continue to grow. We spent \$9,855.06 of grant money with the top performing campaigns including digital media, cross network ads, and Kanopy. The paid advertising has added a 21.8% increase in traffic (1,031 users) to our website.

**September Marketing Channel Response:**

September had 190 program registrants. The following is the breakdown of which marketing channel they identified as how they found out about the program:

Printed newsletter: 38

e-Newsletter: 15

Website: 21

Social Media: 24

Chelsea Update: 6

A2 Observer: 1

Word of Mouth: 30

Blank/other: 53

Google/Online: 2

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

**Other miscellaneous duties:**

- Worked with Jan to redesign the Friends Used Book Sale promotional bookmark
- Met with Lori and Winn Nichols from Silver Maples about a partnered exhibition at Gallery 100 in January.
- Represented CDL at the Chamber of Commerce golf outing
- Coordinated with CDL newsletter cover artist Spike Hains and Shannon about a winter program offering
- Assisted with Head of Technology interviews
- Staffed table at CHS SHAPE event
- Staffed four Mobee stops for soccer and flag football
- Attended Rotary meeting to support presentation on Community Care Collection and library card sign up month
- Photographed Mobee stop at Silver Maples for winter newsletter
- Coordinated banner installation for Working America



## Circulation Supervisor's Report September 2025

- Circulation 20201 in September
- Patron Count- 10249 for September
- Circulation by township- for September:
  - Dexter = 10% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 18% of transactions
  - Chelsea = 35% of transactions
- September Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4535 Hoopla = 1561 Kanopy =283

- Registrations for September – 102 new cards; 7394 total card holders
  - \*Dexter = 949 cards; Lima = 771 cards; Lyndon = 1001 cards
  - \*Sylvan = 1382 cards; Chelsea = 2692 cards; Nonresident = 599 cards
- Self-Check Machine for September - 1087 or 5% of total checkouts

### September Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I attended the Brio Resource Fair at Dancey House where we interacted with 50 people.
- I attended the monthly SASUG meeting and reported to Direct reports.
- We received 153 tubs from TLN in September, with 7 being the daily average.
- We processed 68 MeLCat items for other libraries, and received 51 items for our patrons.
- We had 1482 unique patrons use the library.
- I held meetings with the Assistants and the Aides.
- I attended a Management Training webinar via zoom that TLN hosted.
- Samantha celebrated her second and Julie celebrated her tenth anniversary at CDL.
- I prepared & delivered reviews to both of them.
- I celebrated my thirteenth anniversary at CDL.

Respectfully submitted,  
Amy Zoran  
Head of Circulation



Chelsea District Library																				
Monthly New Registration 2025																				
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2025										
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED	THUR	FRI	SAT	SUN	Total			
JAN	76	7	3	86	7010	36	5	11	11	13	299.75	357.25	318	399	324.2	291.75	194	9777		
FEB	72	7	13	92	7035	25	9	9	11	18	308.5	393.5	387.25	335.25	282.5	258.2	207.25	8948		
MAR	84	8	9	101	7120	32	10	13	11	18	348.8	332.4	399.5	392	376.25	408	230.4	10861		
APR	59	6	3	68	7176	22	11	5	8	13	420.25	515.5	431.2	295.6	389.5	328.75	167	10918		
MAY	75	5	7	87	7244	39	6	6	16	8	287.25	435.75	413.5	491.5	348	335.6	109.2	10476		
JUN	83	8	3	94	7323	36	15	5	10	17	473.6	351.6	468.5	465	540.25	339.5	247.5	12369		
JUL	94	6	5	105	7343	35	10	10	16	23	463.25	628.75	469.6	564.2	243.2	331	230.5	12999		
AUG	75	8	14	97	7379	25	29	1	8	12	332.8	401.75	390	388.75	397.5	316.2	162	10367		
SEP	90	4	8	102	7394	43	9	8	13	17	418.5	414.8	302.4	394.5	359.25	322.75	170.75	10249		
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
NOV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Totals</b>	<b>708</b>	<b>59</b>	<b>65</b>	<b>832</b>	<b>7010</b>	<b>293</b>	<b>104</b>	<b>68</b>	<b>104</b>	<b>139</b>	<b>Monthly average</b>							<b>96964</b>		
																				<b>10773.78</b>
Registered Card Holders																				
District	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Transactions									
Chelsea	9064	7837	7753	6361	6295	5135	5228	5931	6234	6795	17,405	6153	35%							
Dexter	3562	3040	3006	2478	2490	2070	2105	2355	2475	2692		1785	10%							
Lima	1230	1087	1101	884	874	697	710	820	862	949		1881	11%							
Lyndon	1109	996	965	802	794	634	634	694	722	771		2349	13%							
Sylvan	1522	1302	1255	1005	970	778	770	875	909	1001		3097	18%							
NonRes	1641	1412	1426	1192	1167	956	1009	1187	1266	1382										
Freedom	625	625	609	562	582	414	407	477	490	599		208	1%							
Sharon	7	0	1	0	0	0	3	2	3	2		396	2%							
Waterloo	110	107	112	104	105	88	89	94	92	99		652	4%							
Grass Lake	333	249	268	252	245	195	186	211	215	238		150	1%							
Other	25	37	36	22	21	4	7	21	21	39		734	4%							
<b>Totals</b>	<b>9689</b>	<b>9689</b>	<b>8362</b>	<b>6923</b>	<b>6877</b>	<b>5549</b>	<b>5635</b>	<b>6408</b>	<b>6724</b>	<b>7394</b>										

**Chelsea District Library  
2025**

	Average Daily Circulation							Total Charges			%Diff.
	MON	TUES	WED	THUR	FRI	SAT	SUN	2025	2024		
JAN	650.75	676.5	562.6	659.8	596	489.5	420.5	24718	24363	1%	
FEB	626	630	736.25	637.5	400.25	466.6	512.25	22499	22639	-1%	
MAR	708	639	725	652.25	675.25	605.8	541.8	26913	22769	18%	
APR	679.25	771.4	602	474	697.5	616.25	411.5	24560	23516	4%	
MAY	511.25	761.25	647	491	632.6	569.6	352.25	24224	22736	7%	
JUN	683.2	780.25	606.25	358.25	679.75	500.75	513	27215	25543	7%	
JUL	782.5	861.2	784.6	589.4	618.75	545.75	554.5	27623	26349	5%	
AUG	746.75	796.25	686.75	580	592.6	563.2	484.6	25883	24600	5%	
SEP	614.8	651.2	646.75	525	598.5	533.5	471	23867	23450	2%	
OCT	0	0	0	0	0	0	0	0	23373		
NOV	0	0	0	0	0	0	0	0	22717		
DEC	0	0	0	0	0	0	0	0	23130		
<b>Total</b>								<b>227502</b>	<b>285185</b>		

Month Avg

23765

5%

	Self-service check outs				%	of	per	Day	Charges	Items Added	Total Items	Libby		hoopla		Kanopy	
	2024	2025	Totals	Days								2025	2024	2025	2024	2025	2024
JAN	556	1289	1845	29	44	5%	591	70,960	4861	4438	1470	1246	292	357			
FEB	217	1187	1404	26	46	5%	700	70,778	4296	3917	1369	1169	293	300			
MAR	1493	1090	2583	31	35	4%	709	70,480	4926	4441	1569	1385	311	343			
APR	1552	1313	2865	29	45	5%	650	70,758	4701	3961	1425	1318	259	391			
MAY	609	1285	1894	30	43	5%	610	70,515	4878	4321	1457	1334	284	361			
JUN	1867	1665	3532	29	57	6%	438	70,436	4881	4009	1427	1288	324	233			
JUL	1839	1560	3399	30	52	6%	755	71,080	4904	4354	1518	1269	541	216			
AUG	1379	1289	2668	29	44	5%	492	71,527	4801	4099	1574	1263	450	295			
SEP	1618	1087	2705	29	37	5%	691	71,801	4535	3909	1561	1181	283	163			
OCT	779	0	779		0	0%	0	0	0	3844	0	1186	0	260			
NOV	778	0	778		0	0%	0	0	0	4220	0	1309	0	309			
DEC	873	0	873		0	0%	0	0	0	4167	0	1292	0	393			
<b>Total</b>	<b>15560</b>	<b>1765</b>	<b>17325</b>		<b>51636</b>	<b>638,335</b>			<b>42773</b>	<b>49680</b>	<b>13370</b>	<b>15240</b>	<b>3037</b>	<b>3611</b>			

Month Avg

5%

# **ACTION ITEMS**



# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

October 21, 2025, Board Packet

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

Accept September donations and changes to the 2025 FY Budget.

Scott & Cheryl Johnson

Non-Designated

Income Line - Expense Line  
674.120                      884.411                      \$50.00

Sub Total: \$50.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$50.00

Sub Total: \$00.00

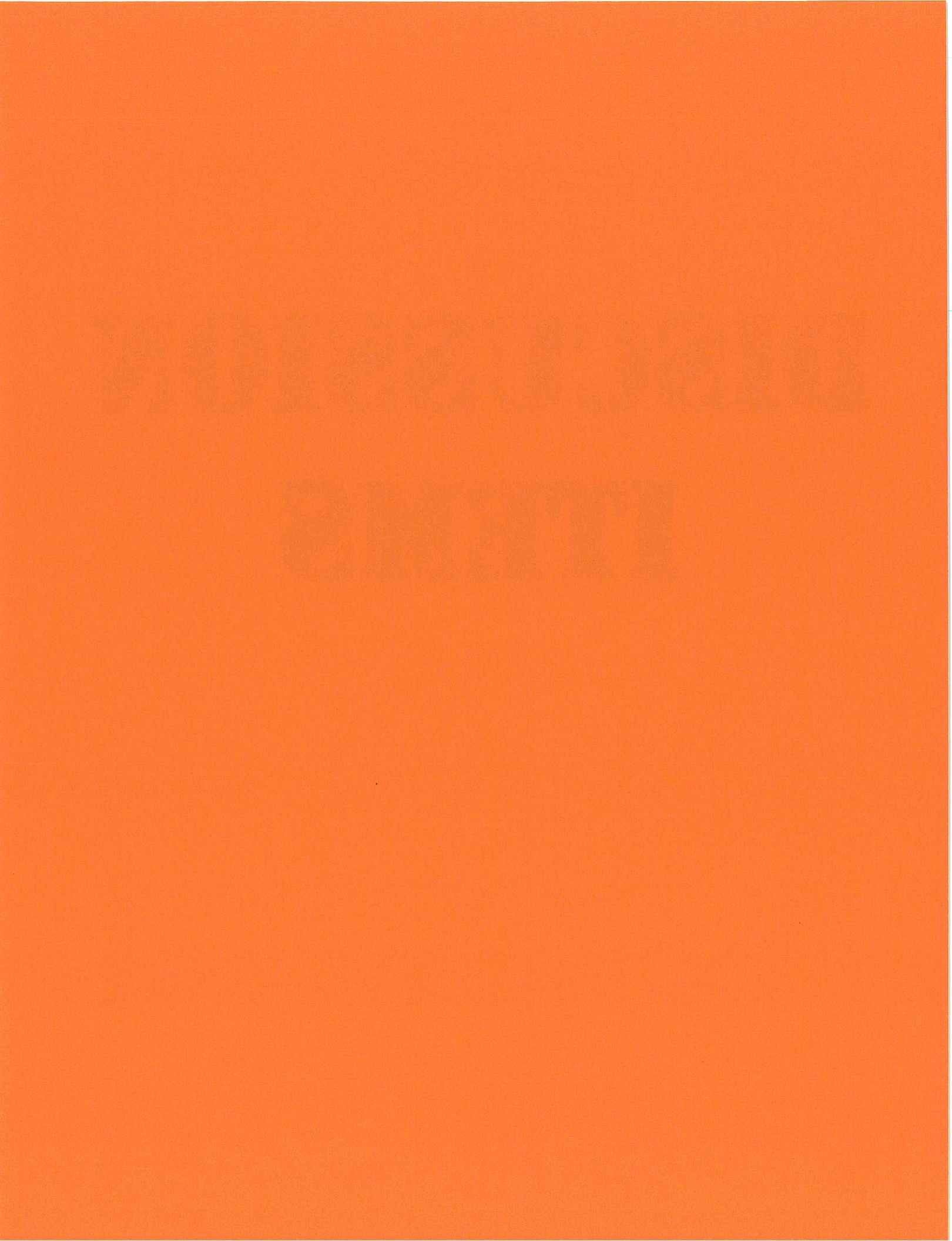
Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

\_\_\_\_\_ Date



# **DISCUSSION ITEMS**



# **Discussion Item #1**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
October 21, 2025 Board Meeting

**Policies: 421 Use of Venues and Library Spaces and 540 Sale and Dispersal of Surplus Library Equipment**

**Discussion:**

The Policy Committee is passing along policies 421: Use of Venues and Library Spaces and 540: Sale and Dispersal of Surplus Library Equipment for Board review, following committee review.



## Chelsea District Library Policy & Procedure

### Policy Section: 4. Facility and Equipment

Revised: March 16, 2010

Revised: 4/19/2011, 11/15/2016

#### Subject: 421 Use of Venues and *Library Spaces*

##### **Background:**

Chelsea District Library strives to provide quality library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this commitment, the library provides facilities for library programs as well as library business meetings. When certain library spaces are not scheduled for library-hosted or co-hosted events, they may be used by the public within the parameters set by the policy.

##### **Policy:**

This policy governs public use of library spaces. It does not apply to library-hosted or co-hosted events and use of the venues and meeting spaces.

##### **Venues and Meeting Spaces Governed by this Policy:**

The following library spaces are available for public reservations, are governed by this policy, and shall be referred to as "Library Spaces:"

- McKune Room
- Katie's Korner
- ***Library Lawn***
- ***Reading Garden***
- ***Large Study Room***
- ***Study rooms and booths***
- ***KidSpot***

##### **Rules for use of Library Spaces:**

1. Guests using library facilities for events shall not sell tickets, raffles, or any objects; solicit contributions; or charge a fee for attendance.
2. Persons or groups using Library Spaces shall observe all rules of conduct and policies applicable to library patrons including, but not limited to Policy 422 Display and Solicitation with regard to leaving/distributing printed materials and Policy 430 Patron Behavior.
3. All meetings in Library Spaces shall be free and open to the public. Private functions are not permitted, i.e. showers, receptions, and private parties. Groups and organizations may use the Library Spaces for cultural, educational, governmental, and informational purposes.
4. Users requesting to use a Library Space must live in the Chelsea District Library service area, or the business/group they represent must be located in the same. Exceptions for nonprofit groups can be made at the director's discretion.

5. Meetings and events will not be scheduled more than eight weeks in advance, and will not take place on a weekly, recurring basis, except for any public body that is required to adopt a regular meeting schedule pursuant to the Open Meetings Act. However, the library director has discretion to schedule any meeting more than eight weeks in advance for public bodies.
6. The library will not discriminate against any group based on race, color, creed, national origin, religion, marital status, age, gender, height, weight, veteran status, disability, sexual orientation, or any other characteristic protected under applicable laws.
7. Groups making excessive noise that disrupts normal library functions or other patrons' use of the library shall be asked to eliminate the disruption. If they don't respond to this request, they shall be asked to immediately vacate the premises.
8. Requests for use of audio and/or visual equipment must be made at the time the Library Space is scheduled. The library does not guarantee the availability of any audio or visual equipment.
9. It is the user's responsibility to leave the room in the condition (including furniture arrangements) in which they found it.
10. The library is responsible for scheduling use of all Library Spaces. The program and meeting schedule is available at any Information Desk. It is also available on the library's website and is updated regularly.
11. Use of Library Spaces is limited to the library's regular business hours. Any meeting shall conclude, and the room be vacated, not less than one half hour before the library closes. This regulation does not apply to public bodies that use Library Spaces. However, public bodies must obtain permission from the library director before scheduling any use during hours when the library is not open.
12. Groups using the Library Spaces shall not exceed occupancy requirements of the space.
13. The library does not promote any non-library programs, except to list them on the library calendar. All descriptions must be clearly noted and state that it is not a library program. Contact information must be noted.

**In addition to the above Rules for Library Spaces, the following apply to McKune Room:**

14. ***Scheduling use shall be accepted on a first-come-first-serve basis, with library business having first priority. Persons wishing to reserve the McKune Room must complete the online reservation form found on the library website (on their own or with staff assistance) and submit the security deposit two weeks prior to the date of their intended use of the McKune Room. The library may ask groups to reschedule meetings in the event the library board needs to schedule a special library board meeting or other library event.***
15. ***Groups using the McKune Room may serve food and beverages, but only if approved by the library at the time of the reservation. The group must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the security deposit. A group must include time to set up and clean up within scheduled time.***

**16. A refundable security/cleaning deposit must be paid to the library before the scheduled event in the McKune Room. The deposit will be held and returned until library staff inspects the room. If there are no damages, the deposit shall be returned. Persons or groups using the McKune Room must pay for actual damages exceeding the \$100 deposit.**

**Library Disclaimer:**

1. Use of Library Spaces does not constitute the library's endorsement of a group's policies or beliefs by any of the staff or board members.
2. If necessary, the library reserves the right to cancel the use of a Library Space.
3. Chelsea District Library is released and held harmless from any and all claims for personal injury or property damage.

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

\_\_\_\_\_ Date



## Chelsea District Library Policy and Procedure

Section 5: Budget and Finance  
Approval: February 19, 2013

### **Subject: 540 Sale and Dispersal of Surplus Library Equipment**

#### General Policies

When equipment is declared "surplus" it must be removed from the library inventory. Equipment purchased with proceeds of a grant must be flagged for assurance, prior to disposal, that the library is complying with the conditions of the grant.

#### Sale and Disposal

The ~~Library~~ will offer, for a price at the best advantage to the library, old computers and other ~~Library~~ equipment no longer needed. Sale will be by means of silent auction or through the ~~Friends Used Book Sale or other options.~~ ~~used-book-sale~~. The library will discard materials not sold.

Equipment is sold "as is." ~~The~~ Chelsea District Library staff will not explain or repair sold equipment. No returns are accepted.

#### Silent Auction

~~The date, time and place for auction and the time and place for opening the bids will be announced on public notice boards at the library, by website and social media. At least one week's notice will be permitted for submission of bids before the scheduled date for opening.~~

~~The library director establishes the minimum price. On-site library patrons and library staff (but not the library director) may bid at silent auction. The highest bidder will be awarded the bid. In case of a tie, those two individuals will be allowed to re-bid.~~

~~Submission of a bid will be considered an offer and is binding. Bids must be signed, using the bidding form established by the Library. Bidders must be at least 18 years of age.~~

#### Sale of Equipment at Chelsea District Library

Surplus equipment or donated equipment may be sold as part of the used book sale at ~~the~~ Chelsea District Library. The price for equipment to be sold at the used book sale will be established by the managers of the book sale. Disposition of equipment not sold at the Chelsea District Library book sale will be determined by the managers of the book sale.

J. Miller

2/19/2013

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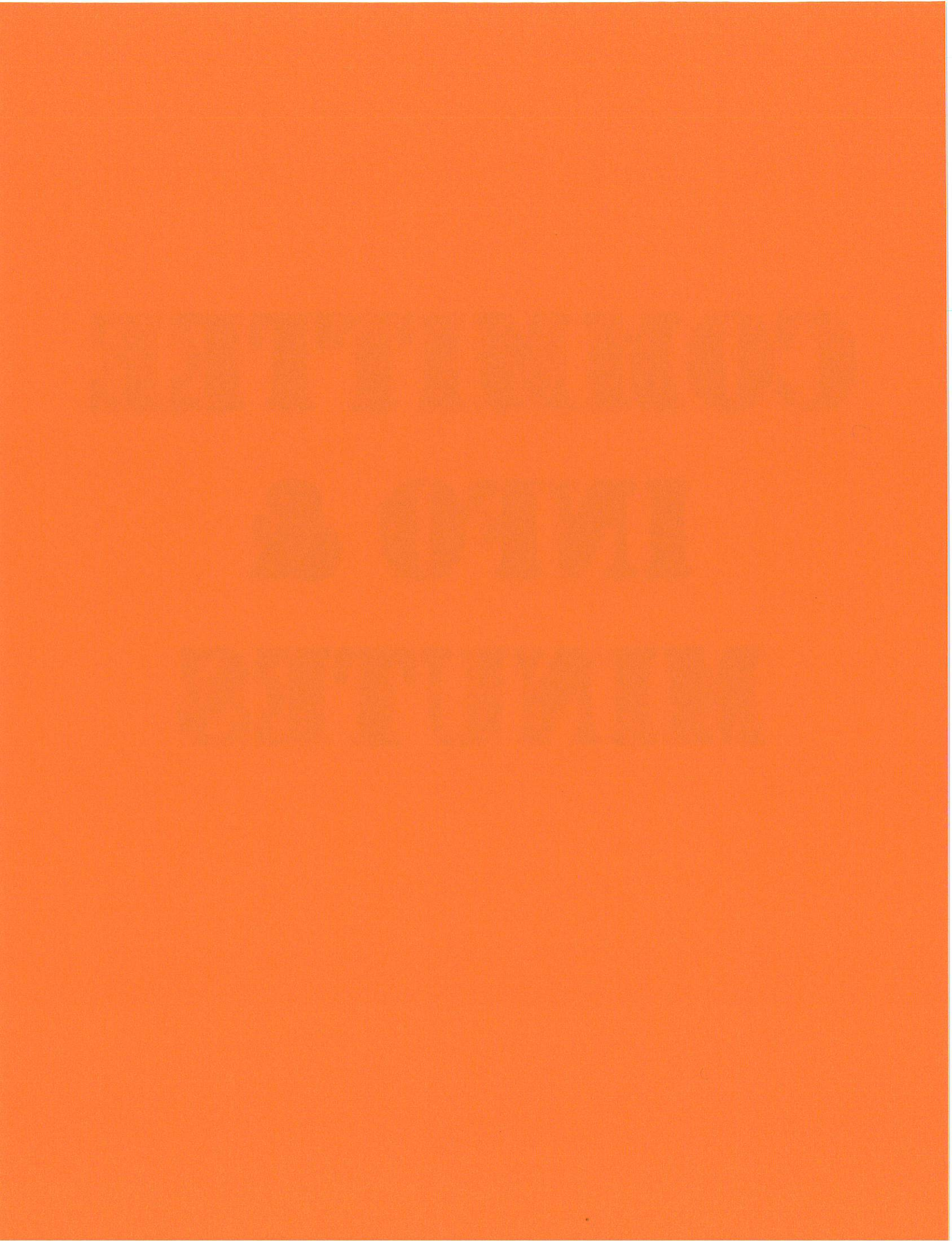
Janis Miller, Secretary

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Date



**COMMITTEE  
INFO &  
MINUTES**



## MINUTES FOR POLICY MEEING OCTOBER 2, 2025

The policy committee met on October 2, 2025 at 3pm.

Present- Jan Carr, Patricia Garcia, Wendy Reinhardt

1. Policy #540 Sale and Dispersal of Surplus Library Equipment was revised and a final draft created that will go to the Oct 21 board meeting for discussion.

# 421 Use of Venues and Library Spaces was revised and a final draft created that will go to the Oct 21 board meeting for discussion.

2. New policies to discuss and review/revise. Bring comments please.

**#321 Art Selection management suggests to eliminate. This will require review of #530 Gilts Policy to reflect the deletion. Include this policy as discussion item for Oct 21**

**#545 Requests for Proposals and Competitive Bidding was reviewed and revised. Awaiting response from attorney regarding \$20K RFP limit.**

**Other business? Committee agreed to change our regular meeting date to the FIRST Thursday of each month from 3-4PM**



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

Governance  
Appendix #3

Approved: December 13, 2024

	Community Outreach Committee	Director Oversight Committee	Finance Committee	Policy Committee	Governance Committee
<b>TJ Helfferich</b>		<b>Chair</b>			<b>X</b>
<b>Bob Swistock</b>			<b>X</b>		<b>X</b>
<b>Patricia Garcia</b>		<b>X</b>	<b>Chair</b>	<b>X</b>	
<b>Wendy Reinhardt</b>			<b>X</b>	<b>X</b>	<b>Chair</b>
<b>Aditi Fox</b>	<b>Chair</b>	<b>X</b>			
<b>Jan Carr</b>	<b>X</b>			<b>Chair</b>	

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

\_\_\_\_\_  
Date

