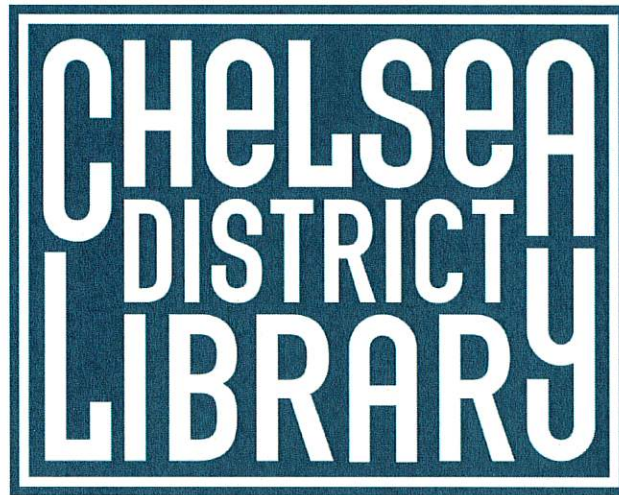


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**November 18, 2025
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, November 18, 2025—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

6:55 Director's, Strategic Plan, and Friends Reports

7:05 Public Comment

7:10 Action Items

1. Donations
2. Policies 421 & 540
3. Policy 321

7:25 Discussion Items

1. Budget Carryovers 2025 > 2026
2. 2025 Budget Adjustments
3. 2026 Calendar of Operations
4. 2026 Board Meeting Calendar
5. Director's Annual Evaluation
6. Capital Improvement Fund Commitment
7. Policies 530 & 545

7:45 Reports

Policy Committee

Finance Committee

Director Oversight Committee

Governance Committee

Community Outreach Committee

7:50 Communications

7:55 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.

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

Tuesday, October 21, 2025 10:00 a.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, P. Garcia, J. Carr, & A. Fox.

Trustees Absent: B. Swistock, TJ Helfferich, & open Lyndon Township position.

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

Guests: Claire Sandler & Ryan Brown.

Welcome and Call to Order

W. Reinhardt called the meeting to order at 10:04 a.m.

Consent Agenda

MOTION made by A. Fox, SECONDED by J. Carr to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 4-0

Agenda Review, Additions, and Approval

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

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Last Friday at the All-Staff Meeting, the library staff received the salary survey presentation. Those changes will go into effect in 2026 and have already been approved with the 2026 Budget.
- Included the ALA award that CDL received for the Jim Abbott event in the Direct Reports portion of the packet, which is a fantastic reflection of the library and Virginia's promotional work.

- Volunteer of the Year was selected and this year the award will be shared by Glenn Clapp, who organizes the chess club, and Ryan Schop, who helps discharge items weekly.
- The exhibit Working America comes down today and has been quite a success; Lori read some patron comments left about the exhibit.
- The search for a Head of Technology to replace Scott continues.
- Trunk or Treat begins tomorrow with Mobee.
- Circ had over 100 new library card sign ups during National Library Card Sign Up Month.
- Music in the Air was on the chopping block for next summer, but will now go ahead due to private donations made to continue the popular program.

Friends Report Update:

- The Friends have redesigned their bookmarks.
- The library wish list has been shared with the Friends.
- They're currently reviewing their bylaws.
- Will participate in the upcoming Wine, Women, and Shopping event.
- Book sales continue to be strong.

Public Comment: Ryan Brown introduced himself and spoke about Decker Agency, an insurance firm that works with many townships and libraries.

Action Item #1: Donations

MOTION made by P. Garcia, SECONDED by A. Fox to approve the September donations. Discussion: None

All Ayes 4-0

Discussion Item #1: Policies: 421 Use of Venues and Library Spaces and 540 Sales and Dispersal of Surplus Library Equipment

J. Carr passed out the latest versions, which didn't make the board packet, and spoke, as Chair of the Policy Committee, about the proposed changes to each policy.

J. Carr also noted that Policy 321 Art Policy has been recommended to be deleted, as it no longer applies and has affectively been replaced by the library's practice statement on art. An Action Item to delete Policy 321 will appear next month.

Committee Reports

Policy Committee –

Finance Committee –

Director Oversight Committee – TJ Helfferich sent word through her fellow committee mates that the Director Annual Review will be sent out shortly and needs to be returned by November 3, so that the committee can meet before the November Board Meeting.

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by A. Fox, SECONDED by J. Carr to adjourn the meeting at 10:29 a.m.

All Ayes, 4-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Check		10/31/2025		Service Charge	001.001 · CSB/Operations Ch...		-7.60
				Service Charge	802.100 · Admin-Fees Bank ...	-7.60	7.60
TOTAL						-7.60	7.60
Bill Pmt -Ch...	29801	10/01/2025	A Production Cleaning Com...	16473 - CLEANING, 09/15 - 09/27/25	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16473	10/01/2025		CLEANING, 09/15 - 09/27/25	803.805 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29802	10/01/2025	ABSOPURE	ACCT 9423998 - INV 89876711	001.001 · CSB/Operations Ch...		-62.38
Bill	89876711	10/01/2025		BOTTLED WATER 9/23/25	727.100 · Supplies - General ...	-62.38	62.38
TOTAL						-62.38	62.38
Bill Pmt -Ch...	29803	10/01/2025	Alerus Financial	2025 - Entity code nos, 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,727.79
Bill	20250914	10/02/2025		09/14/25 - 09/27/25 - PAID 10/03/25 - PR ER ...	231.002 · Payroll Lia/401A Mic...	-1,742.84	1,742.84
				09/14/25 - 09/27/25 - PAID 10/03/25 - PR EE ...	702.300 · Per Svcs - Retmnt - ...	-2,946.75	2,946.75
				09/14/25 - 09/27/25 - PAID 10/03/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,727.79	5,727.79
Bill Pmt -Ch...	29804	10/01/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-449.04
Bill	1Y1X-94YX-4CM6	09/25/2025		BLUETOOTH BARCODE SCANNER	987.100 · Equipment Hardware	-33.99	33.99
Bill	1VDR-1X4J-44DJ	09/25/2025		· Professional Collection	982.760 · Professional Collecti...	-47.55	47.55
Bill	14J7-FV74-VL6H	09/25/2025		· Non-Traditional Collections	982.430 · Non-Traditional Coll...	-19.85	19.85
Bill	1N77-KXHY-7T4V	09/25/2025		EXHIBIT MAPS	884.126 · General Adult Progr...	-28.40	28.40
Bill	1PWR-RLPL-3C3G	09/25/2025		· Videogames	982.490 · Videogames	-238.03	238.03
Bill	1MDG-L1V3-DVY9	09/25/2025		· General Youth Programs	884.222 · General Youth Progr...	-19.90	19.90
				· Story Book Trail	884.251 · Story Book Trail	-45.17	45.17
				· Youth Print General	982.760 · Youth Print General	-16.15	16.15
TOTAL						-449.04	449.04
Bill Pmt -Ch...	29805	10/01/2025	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 - OCT 10/01/...	001.001 · CSB/Operations Ch...		-885.30
Bill	20250917	10/02/2025		OCT 10/01/2025 -10/31/2025	710.200 · Per Svcs-Fringe Fle...	-885.30	885.30
TOTAL						-885.30	885.30
Bill Pmt -Ch...	29806	10/01/2025	Baker & Taylor - Auto Yours...		001.001 · CSB/Operations Ch...		-76.45
Bill	2039265530	09/25/2025		· Youth Print General	982.760 · Youth Print General	-63.16	63.16
Bill	2039270783	09/25/2025		· Youth Print General	982.760 · Youth Print General	-13.29	13.29
TOTAL						-76.45	76.45
Bill Pmt -Ch...	29807	10/01/2025	Baker & Taylor - Juvenile		001.001 · CSB/Operations Ch...		-234.28
Bill	2039254138	09/25/2025		· Youth Print General	982.760 · Youth Print General	-23.66	23.66
Bill	2039264289	09/25/2025		· Youth Print General	982.760 · Youth Print General	-210.62	210.62
TOTAL						-234.28	234.28
Bill Pmt -Ch...	29808	10/01/2025	Baker & Taylor - Program A...	2039272118	001.001 · CSB/Operations Ch...		-52.80
Bill	2039272118	09/25/2025		· Youth Reading Group	884.230 · Youth Reading Group	-52.80	52.80
TOTAL						-52.80	52.80
Bill Pmt -Ch...	29809	10/01/2025	Baker & Taylor - Unlabeled ...	2039255580	001.001 · CSB/Operations Ch...		-107.45
Bill	2039255580	09/25/2025		Youth Print General	982.760 · Youth Print General	-107.45	107.45
TOTAL						-107.45	107.45
Bill Pmt -Ch...	28810	10/01/2025	Ballard, Kerry	BOOKKEEPING TO 10/03/25	001.001 · CSB/Operations Ch...		-807.69
Bill	251003	10/02/2025		BOOKKEEPING TO 10/03/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29811	10/01/2025	Ballard, Linda P.	REIMBURSEMENT - MOVING DONATED FU...	001.001 · CSB/Operations Ch...		-73.00
Bill	25-2359-LB	09/30/2025		PARKING AND GAS FOR DONATED FURNL...	967.320 · Furniture and Fixtures	-73.00	73.00

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
TOTAL						-73.00	73.00
Bill Pmt -Ch...	29812	10/01/2025	BOOKS IN COMMON	BIC3902 - AUTHORS IN CHELSEA, SY MON...	001.001 · CSB/Operations Ch...		-5,000.00
Bill	BIC3902	09/25/2025		2026 - A/C, SY MONTGOMERY, (\$8k + \$1k e...	123.002 · Prepaid Payments	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Bill Pmt -Ch...	29813	10/01/2025	BOONE AND DARR	INVOICE 6707	001.001 · CSB/Operations Ch...		-250.00
Bill	6707	10/02/2025		MCKUNE LANDING BATHROOM FAUCET - L...	803.010 · Maint Svc Contingen...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Ch...	29814	10/01/2025	Citizens Insurance Co	GENERAL LIABILITY - REM OF YEAR - BUS...	001.001 · CSB/Operations Ch...		-83.00
Bill	ODH A609529	10/02/2025		ADDITIONAL PROPERTY AND LOSS PAYEE...	966.100 · General Liability Ins ...	-83.00	83.00
TOTAL						-83.00	83.00
Bill Pmt -Ch...	29815	10/01/2025	COMFORT, STACEY	REIMBURSEMENT - HEALTH STIPEND	001.001 · CSB/Operations Ch...		-50.00
Bill	25-2357-LB	10/01/2025		JULY AND AUG	989.620 · Staff In-Service & Ap...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29816	10/01/2025	COOPER, AMY	SONGFEST PHOTOGRAPHY	001.001 · CSB/Operations Ch...		-300.00
Bill	25-3752-SC	09/25/2025		2025 -TEEN SONGFEST PHOTOGRAPHY	884.264 · Teen General Progr...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Ch...	29817	10/01/2025	DeMea, Karla	PRESENTER - 09/18/25 TODDLERTIME	001.001 · CSB/Operations Ch...		-50.00
Bill	25-3774-JZ	09/30/2025		PRESENTER - 09/18/25 TODDLERTIME	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29818	10/01/2025	Dollar Bill Printing	DB-105608-INV	001.001 · CSB/Operations Ch...		-16.50
Bill	DB-105608-INV	09/25/2025		NAMETAG	880.340 · Printed Items / Stallo...	-16.50	16.50
TOTAL						-16.50	16.50
Bill Pmt -Ch...	29819	10/01/2025	EVANS, CLAIRE	VOID: ZOOM PRESENTATION ABOUT JAN...	001.001 · CSB/Operations Ch...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29820	10/01/2025	FUN EXPRESS	INV 73855621201 ACCT 783724	001.001 · CSB/Operations Ch...		-167.90
Bill	73855621201	09/25/2025		HALLOWEEN OUTREACH ACTIVITY BOOKS	880.436 · Mobile Promotions	-167.90	167.90
TOTAL						-167.90	167.90
Bill Pmt -Ch...	29821	10/01/2025	Great Lakes Ace Hardware	INV 18788/154 - ACCT 200379	001.001 · CSB/Operations Ch...		-13.29
Bill	18788/154	10/02/2025		BLUE TAPE	732.300 · Supplies-MNT-Genera...	-13.29	13.29
TOTAL						-13.29	13.29
Bill Pmt -Ch...	29822	10/01/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-2,388.10
Bill	90123081	10/01/2025		· Adult Print General	982.720 · Adult Print General	-50.76	50.76
Bill	90123080	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90123079	10/02/2025		· Adult Print General	982.720 · Adult Print General	-18.11	18.11
Bill	90123078	10/02/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	90123083	10/02/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	90123086	10/02/2025		· Adult Large Print	982.710 · Adult Large Print	-31.67	31.67
Bill	90123084	10/02/2025		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	90123082	10/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-34.81	34.81
Bill	90123085	10/02/2025		· Adult Print General	982.720 · Adult Print General	-18.86	18.86
Bill	90183157	10/02/2025		· Adult Print General	982.720 · Adult Print General	-53.81	53.81
Bill	90183154	10/02/2025		· Adult Print General	982.720 · Adult Print General	-182.18	182.18
Bill	90183155	10/02/2025		· Adult Print General	982.720 · Adult Print General	-48.95	48.95
Bill	90183181	10/02/2025		· Adult Print General	982.720 · Adult Print General	-31.43	31.43
Bill	90183159	10/02/2025		· Adult Print General	982.720 · Adult Print General	-36.84	36.84
Bill	90183164	10/02/2025		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	90183168	10/02/2025		· Adult Print General	982.720 · Adult Print General	-30.82	30.82
Bill	90183166	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	90183167	10/02/2025		· Adult Print General	982.720 · Adult Print General	-9.25	9.25
Bill	90183166	10/02/2025		· Adult Print General	982.720 · Adult Print General	-18.90	18.90
Bill	90183163	10/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.75	16.75
Bill	90183163	10/02/2025		· Adult Print General	982.720 · Adult Print General	-16.91	16.91

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	90183160	10/02/2025		· Adult Print General	982.710 · Adult Large Print	-38.13	38.13
Bill	90183165	10/02/2025		· Adult Print General	982.710 · Adult Large Print	-23.13	23.13
Bill	90183162	10/02/2025		· Youth Print General	982.760 · Youth Print General	-17.22	17.22
Bill	90228064	10/02/2025		· Adult Print General	982.720 · Adult Print General	-280.52	280.52
Bill	90228069	10/02/2025		· Adult Print General	982.720 · Adult Print General	-30.78	30.78
Bill	90228066	10/02/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.04	17.04
Bill	90228065	10/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.04	17.04
Bill	90228068	10/02/2025		· Adult Print General	982.720 · Adult Print General	-19.44	19.44
Bill	90228070	10/02/2025		· Adult Large Print	982.710 · Adult Large Print	-50.00	50.00
Bill	90228071	10/02/2025		· Adult Print General	982.720 · Adult Print General	-15.12	15.12
Bill	90228067	10/02/2025		· Adult Print General	982.720 · Adult Print General	-16.52	16.52
Bill	90239117	10/02/2025		· Adult Print General	982.720 · Adult Print General	-128.93	128.93
Bill	90266509	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	90266511	10/02/2025		· Adult Print General	982.720 · Adult Print General	-53.80	53.80
Bill	90266508	10/02/2025		· Adult Print General	982.720 · Adult Print General	-74.74	74.74
Bill	90266510	10/02/2025		· Adult Print General	982.720 · Adult Print General	-93.43	93.43
Bill	90266512	10/02/2025		· Youth Print General	982.760 · Youth Print General	-14.92	14.92
Bill	90266513	10/02/2025		· Youth Print General	982.760 · Youth Print General	-16.90	16.90
Bill	90351246	10/02/2025		· Adult Print General	982.720 · Adult Print General	-20.53	20.53
Bill	90351252	10/02/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.23	19.23
Bill	90351251	10/02/2025		· Adult Print General	982.720 · Adult Print General	-14.14	14.14
Bill	90351247	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	90351248	10/02/2025		· Adult Print General	982.720 · Adult Print General	-16.52	16.52
Bill	90351249	10/02/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	90351250	10/02/2025		· Youth Print General	982.760 · Youth Print General	-13.58	13.58
Bill	90351246	10/02/2025		· Adult Print General	982.720 · Adult Print General	-34.62	34.62
Bill	90352148	10/02/2025		· Adult Print General	982.720 · Adult Print General	-218.71	218.71
Bill	90382153	10/02/2025		· Adult Print General	982.720 · Adult Print General	-58.67	58.67
Bill	90382155	10/02/2025		· Adult Print General	982.720 · Adult Print General	-50.23	50.23
Bill	90382154	10/02/2025		· Adult Print General	982.720 · Adult Print General	-35.69	35.69
Bill	90382151	10/02/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	90382149	10/02/2025		· Adult Print General	982.720 · Adult Print General	-18.11	18.11
Bill	90382150	10/02/2025		· Adult Print General	982.720 · Adult Print General	-38.92	38.92
Bill	90382152	10/02/2025		· Adult Print General	982.720 · Adult Print General	-19.72	19.72
Bill	90442755	10/02/2025		· Adult Print General	982.720 · Adult Print General	-50.72	50.72
Bill	90442754	10/02/2025		· Adult Print General	982.720 · Adult Print General	-30.18	30.18
Bill	90442751	10/02/2025		· Adult Print General	982.720 · Adult Print General	-18.50	18.50
Bill	90442752	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	90442750	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90442753	10/02/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
TOTAL						-2,388.10	2,388.10
Bill Pmt -Ch...	29823	10/01/2025	Johnson Controls	ACCT 1348743 - 1-136531697793	001.001 · CSB/Operations Ch...		-3,458.37
Bill	1-136531697793	09/30/2025		MCKUNE FURNACE BLOWER MOTOR	803.010 · Maint Svc Contingen...	-3,458.37	3,458.37
TOTAL						-3,458.37	3,458.37
Bill Pmt -Ch...	29824	10/01/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-1,834.70
Bill	507653901	09/18/2025		SUMMER ADULT NF	982.470 · DVD Non-Fiction	-44.98	44.98
Bill	507686515	09/18/2025		SUMMER ADULT NF	982.470 · DVD Non-Fiction	-67.46	67.46
Bill	507714849	09/18/2025		SEPT FEATURE ADULT	982.460 · DVD Feature	-176.44	176.44
Bill	507714890	09/18/2025		SUMMER ADULT NF	982.470 · DVD Non-Fiction	-48.73	48.73
Bill	507686512	10/02/2025		AUG/SEPT BOC	982.120 · Adult Books on Disc	-87.98	87.98
Bill	507714848	10/02/2025		PLAYAWAYS	982.140 · Youth Books on Disc	-752.07	752.07
Bill	507714891	10/02/2025		AUG/SEPT BOC	982.120 · Adult Books on Disc	-39.99	39.99
Bill	507752759	10/02/2025		AUG/SEPT BOC	982.120 · Adult Books on Disc	-42.99	42.99
Bill	507752771	10/02/2025		AUG FEATURE DVDs	982.460 · DVD Feature	-14.99	14.99
Bill	507752757	10/02/2025		SEP FEATURE ADULT	982.460 · DVD Feature	-325.37	325.37
Bill	507752758	10/02/2025		SUMMER ADULT NF	982.470 · DVD Non-Fiction	-18.74	18.74
Bill	507760711	10/02/2025		AUG/SEPT BOC	982.120 · Adult Books on Disc	-215.96	215.96
TOTAL						-1,834.70	1,834.70
Bill Pmt -Ch...	29825	10/01/2025	Pikk Services LLC	ANNUAL FIRE ALARM MONITORING CONT...	001.001 · CSB/Operations Ch...		-405.00
Bill	13010	10/02/2025		2025 - DEVICE/LABOR TO CHANGE ALARM ...	803.010 · Maint Svc Contingen...	-405.00	405.00
TOTAL						-405.00	405.00
Bill Pmt -Ch...	29826	10/01/2025	Purple Rose Theatre Compa...	PLAYBILL - FALL 25 - WORKING AMERICA ...	001.001 · CSB/Operations Ch...		-750.00
Bill	20250918	10/02/2025		2025 · Purple Rose Playbill, Fall	880.110 · Media Buy	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Ch...	29827	10/01/2025	R. D. Kleinschmidt Inc.	INV 67246 - REPAIR SEAMS	001.001 · CSB/Operations Ch...		-2,780.00
Bill	67246	10/01/2025		REPAIR SEAMS ON FRONT FLAT ROOF	803.010 · Maint Svc Contingen...	-2,780.00	2,780.00
TOTAL						-2,780.00	2,780.00
Bill Pmt -Ch...	29828	10/01/2025	SANGOMA US INC	INV C143043, ACCOUNT NUM LO-0000247807	001.001 · CSB/Operations Ch...		-483.16

Chelsea District Library
 Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	C143043	10/02/2025		08/25 - 9/25/2025 - SEP - VOIP	850.120 · Telephone	-483.16	483.16
TOTAL						-483.16	483.16
Bill Pmt -Ch...	29829	10/01/2025	Serendipity Books		001.001 · CSB/Operations Ch...		-150.21
Bill	138686	09/30/2025		STORY BOOK TRAIL	884.251 · Story Book Trail	-34.18	34.18
Bill	138581	09/30/2025		STORY BOOK TRAIL	884.251 · Story Book Trail	-116.03	116.03
TOTAL						-150.21	150.21
Bill Pmt -Ch...	29830	10/01/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DAT...	001.001 · CSB/Operations Ch...		-433.34
Bill	975550022-0921...	10/02/2025		2025 - T-MOBILE WIFI HOTSPOTS - 08/21/2...	850.311 · WiFi Hotspots	-378.62	378.62
				2025 - MOBEE CELL - 08/21/25 - 09/20/25	850.122 · Telecommunications...	-54.72	54.72
TOTAL						-433.34	433.34
Bill Pmt -Ch...	29831	10/01/2025	Unlque Management Servc...	2025 - 8142452 CLIENT # 1954 - 2025 AUG - ...	001.001 · CSB/Operations Ch...		-98.45
Bill	8143530	10/02/2025		2025 AUG - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-98.45	98.45
TOTAL						-98.45	98.45
Bill Pmt -Ch...	29832	10/01/2025	Washtenaw County Treasurer	CUSTOMER #5401, INV 20251661 - 07/25/25...	001.001 · CSB/Operations Ch...		-615.60
Bill	20251661	10/02/2025		07/25/25 BOARD OF REVIEW, 8/25 CHARG...	402.300 · Dexter Township	-101.47	101.47
				07/25/25 BOARD OF REVIEW, 8/25 CHARG...	402.600 · Lyndon Township	-67.06	67.06
				07/25/25 BOARD OF REVIEW, 8/25 CHARG...	402.600 · Sylvan Township	-387.77	387.77
				07/25/25 BOARD OF REVIEW, 8/25 CHARG...	402.700 · City Taxes	-59.30	59.30
TOTAL						-615.60	615.60
Bill Pmt -Ch...	29833	10/01/2025	World Book Inc	ARI0011553, ACCT M1372	001.001 · CSB/Operations Ch...		-50.00
Bill	ARI0011553	10/02/2025		BOLT 4 TEAM STATS-FOOTBALL 6V SET	982.760 · Youth Print General	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Ch...	29834	10/01/2025	Postmaster	2025/2026 - WINTER NEWSLETTER MAILING	001.001 · CSB/Operations Ch...		-1,300.00
Bill	25-4148-VK	10/02/2025		2025/2026 - WINTER NEWSLETTER MAILING	880.230 · Newsletter Postage	-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Bill Pmt -Ch...	29835	10/01/2025	Postmaster	BUSINESS PERMIT #28	001.001 · CSB/Operations Ch...		-370.00
Bill	25-4147-VK	10/02/2025		BUSINESS PERMIT #28	880.350 · Misc Postage	-370.00	370.00
TOTAL						-370.00	370.00
Bill Pmt -Ch...	29836	10/08/2025	Mid-America Arts Alliance	2025 - FINAL PAYMENT - WORKING AMERI...	001.001 · CSB/Operations Ch...		-4,500.00
Bill	BK-80863	10/08/2025		2025 - FINAL PAYMENT - WORKING AMERI...	884.980 · Exhibits - Restricted	-1,500.00	1,500.00
				2025 - FINAL PAYMENT - WORKING AMERI...	884.801 · Exhibits	-3,000.00	3,000.00
TOTAL						-4,500.00	4,500.00
Bill Pmt -Ch...	29837	10/16/2025	Ingram Library Services	90521067	001.001 · CSB/Operations Ch...		-331.45
Bill	90521067	10/09/2025		· Adult Print General	982.720 · Adult Print General	-331.45	371.09
TOTAL						-331.45	371.09
Bill Pmt -Ch...	29838	10/16/2025	A Production Cleaning Com...		001.001 · CSB/Operations Ch...		-3,150.00
Bill	16503	10/14/2025		CLEANING, 09/28 - 10/11/25	803.605 · Janitorial	-1,750.00	1,750.00
Bill	16493	10/14/2025		WINDOWS 10/06/25	803.605 · Janitorial	-1,400.00	1,400.00
TOTAL						-3,150.00	3,150.00
Bill Pmt -Ch...	29839	10/16/2025	A T & T TELCO	INV 734433980409 - 09/25/2025 - ACCT 74...	001.001 · CSB/Operations Ch...		-208.50
Bill	734433980409 -2...	10/09/2025		TELCO - LAND LINES - 08/29/2025 - 09/25/2...	850.120 · Telephone	-208.50	208.50
TOTAL						-208.50	208.50
Bill Pmt -Ch...	29840	10/16/2025	ABSOPURE		001.001 · CSB/Operations Ch...		-15.97
Bill	31145718	10/14/2025		BOTTLED WATER 12/11/24 - Invoice was mis...	727.100 · Supplies - General ...	-5.99	5.99
Bill	30147735a	10/14/2025		BOTTLED WATER 01/19/25 - Invoice was mis...	727.100 · Supplies - General ...	-3.99	3.99

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	31609547	10/14/2025		BOTTLED WATER 09/17/25	727.100 · Supplies - General ...	-5.99	5.99
TOTAL						-15.97	15.97
Bill Pmt -Ch...	29841	10/16/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,796.45
Bill	20250928	10/09/2025		09/28/25 - 10/11/25 - PAID 10/03/25 - PR ER ...	231.002 · Payroll Lia/401A Mic...	-1,777.98	1,777.98
				09/28/25 - 10/11/25 - PAID 10/03/25 - PR EE ...	702.300 · Per Svcs - Retmnt - ...	-2,980.27	2,980.27
				09/28/25 - 10/11/25 - PAID 10/03/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-5,796.45	5,796.45
Bill Pmt -Ch...	29842	10/16/2025	Amazon Capital Services Inc	VOID:	001.001 · CSB/Operations Ch...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29843	10/16/2025	ARBOR ASPECTS	TREE CARE AND REMOVAL	001.001 · CSB/Operations Ch...		-2,120.00
Bill	0001	10/14/2025		REMOVE 3 TREES, TRIM 3 TREES, EXCAV...	803.010 · Maint Svc Contingen...	-2,120.00	2,120.00
TOTAL						-2,120.00	2,120.00
Bill Pmt -Ch...	29844	10/16/2025	Baker & Taylor - Auto Yours...	2039269710	001.001 · CSB/Operations Ch...		-21.00
Bill	2039259710	10/09/2025		· Youth Print General	982.760 · Youth Print General	-21.00	21.00
TOTAL						-21.00	21.00
Bill Pmt -Ch...	29845	10/16/2025	Baker & Taylor - Juvenile		001.001 · CSB/Operations Ch...		-175.83
Bill	2039271182	10/09/2025		· Youth Print General	982.760 · Youth Print General	-34.95	34.95
Bill	2039278043	10/09/2025		· Youth Print General	982.760 · Youth Print General	-108.80	108.80
Bill	2039280654	10/09/2025		· Youth Print General	982.760 · Youth Print General	-34.08	34.08
TOTAL						-175.83	175.83
Bill Pmt -Ch...	29846	10/16/2025	Baker & Taylor - Program A...	2039281665	001.001 · CSB/Operations Ch...		-38.38
Bill	2039281665	10/09/2025		· Adult Enhancement	982.810 · Adult Enhancement	-38.38	38.38
TOTAL						-38.38	38.38
Bill Pmt -Ch...	29847	10/16/2025	Baker & Taylor - Unlabeled ...		001.001 · CSB/Operations Ch...		-340.01
Bill	2039268492	10/09/2025		Youth Print General	982.760 · Youth Print General	-76.25	76.25
Bill	2039270698	10/09/2025		Youth Print General	982.760 · Youth Print General	-168.02	168.02
Bill	2039270716	10/09/2025		Youth Print General	982.760 · Youth Print General	-34.62	34.62
Bill	2039278562	10/09/2025		Youth Print General	982.760 · Youth Print General	-38.80	38.80
Bill	2039279995	10/09/2025		Youth Print General	982.760 · Youth Print General	-24.42	24.42
TOTAL						-340.01	340.01
Bill Pmt -Ch...	29848	10/16/2025	Ballard, Kerry	BOOKKEEPING TO 10/17/25	001.001 · CSB/Operations Ch...		-807.69
Bill	251017	10/10/2025		BOOKKEEPING TO 10/17/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29849	10/16/2025	Blue Care Network of Michl...	2025 - GROUP 00277068 SUBGROUP 0002 ...	001.001 · CSB/Operations Ch...		-4,910.17
Bill	252800101578	10/14/2025		OCT 10/01 - 30/2025 - MED INS	710.200 · Per Svcs-Fringe Fle...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Ch...	29850	10/16/2025	BroDart Co. Library Supplies		001.001 · CSB/Operations Ch...		-82.42
Bill	664506	10/09/2025		LABEL SHEETS + SHIPPING (\$10.95)	728.300 · Supplies-Matl Proc ...	-64.27	64.27
Bill	664827	10/14/2025		LABEL SHEETS + SHIPPING (\$10.95)	728.300 · Supplies-Matl Proc ...	-18.15	18.15
TOTAL						-82.42	82.42
Bill Pmt -Ch...	29851	10/16/2025	Chelsea Paint & Carpentry L...	MCKUNE SIDE PORCHES REPAIR/PAINT	001.001 · CSB/Operations Ch...		-2,520.00
Bill	475-1	10/14/2025		MCKUNE SIDE PORCHES REPAIR/PAINT	975.200 · Capital Maintenance	-2,520.00	2,520.00
TOTAL						-2,520.00	2,520.00
Bill Pmt -Ch...	29852	10/16/2025	Cintas Corporation-300	4245463485 ACCT# 14203324	001.001 · CSB/Operations Ch...		-166.37
Bill	4245463495	10/14/2025		RUGS	729.300 · Supplies-Cleaning R...	-143.79	143.79
				CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning S...	-22.58	22.58

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
TOTAL						-166.37	166.37
Bill Pmt -Ch...	29853	10/16/2025	City of Chelsea		001.001 - CSB/Operations Ch...		-90.00
Bill	22204	10/14/2025		SEP TRASH	803.620 - Trash	-50.00	50.00
Bill	22086	10/16/2025		JUN TRASH	803.620 - Trash	-40.00	40.00
TOTAL						-90.00	90.00
Bill Pmt -Ch...	29854	10/16/2025	COMFORT, STACEY	REIMBURSEMENT - TEEN PROGRAMS	001.001 - CSB/Operations Ch...		-52.31
Bill	25-3776-SC	10/16/2025		MEIJER - REIMBURSEMENT - TEEN PROG...	884.272 - Teen General Progr...	-52.31	52.31
TOTAL						-52.31	52.31
Bill Pmt -Ch...	29855	10/16/2025	Constellation NewEnergy-G...	2025 - INV 4425674 - ACCT BG-303066 - SE...	001.001 - CSB/Operations Ch...		-858.77
Bill	4425674	10/16/2025		SEP - 08/21 - 09/19/25	920.200 - McKuna Gas	-858.77	858.77
TOTAL						-858.77	858.77
Bill Pmt -Ch...	29856	10/16/2025	Crimson Multimedia Dist. Inc.		001.001 - CSB/Operations Ch...		-786.80
Bill	23758	10/16/2025		VIDEO GAMES FOR COLLECTION	982.490 - Videogames	-295.34	295.34
Bill	24202	10/16/2025		VIDEO GAMES FOR COLLECTION	982.490 - Videogames	-386.14	386.14
Bill	24323	10/16/2025		VIDEO GAMES FOR COLLECTION	982.490 - Videogames	-105.32	105.32
TOTAL						-786.80	786.80
Bill Pmt -Ch...	29857	10/16/2025	Demco Inc.	2025 - INV 7708331	001.001 - CSB/Operations Ch...		-144.55
Bill	7708331	10/14/2025		PROCESSING/REPAIR SUPPLIES	728.300 - Supplies-Mat Proc ...	-44.55	44.55
				PROCESSING/REPAIR SUPPLIES (FLINT D...	726.400 - Supplies-Repairs ...	-100.00	100.00
TOTAL						-144.55	144.55
Bill Pmt -Ch...	29858	10/16/2025	Ingram Library Services		001.001 - CSB/Operations Ch...		-2,047.05
Bill	90319240	10/09/2025		• Adult Print General	982.720 - Adult Print General	-30.18	30.18
Bill	90319238	10/09/2025		• Adult Print General	982.720 - Adult Print General	-15.96	15.96
Bill	90319239	10/09/2025		• Adult Print General	982.720 - Adult Print General	-33.54	33.54
Bill	90319237	10/09/2025		• Adult Print General	982.720 - Adult Print General	-19.12	19.12
Bill	90319236	10/09/2025		• Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-16.50	16.50
Bill	90319243	10/09/2025		• Adult Print General	982.720 - Adult Print General	-16.71	16.71
Bill	90319241	10/09/2025		• Adult Ref.	982.730 - Adult Ref.	-17.21	17.21
Bill	90319242	10/09/2025		• Youth Print General	982.760 - Youth Print General	-11.80	11.80
Bill	90480357	10/09/2025		• Adult Print General	982.720 - Adult Print General	-18.33	18.33
Bill	90480355	10/09/2025		• Adult Print General	982.720 - Adult Print General	-14.16	14.16
Bill	90480353	10/09/2025		• Adult Print General	982.720 - Adult Print General	-31.74	31.74
Bill	90480356	10/09/2025		• Adult Print General	982.720 - Adult Print General	-13.83	13.83
Bill	90480354	10/09/2025		• Adult Print General	982.720 - Adult Print General	-17.03	17.03
Bill	90480355	10/09/2025		• Adult Large Print	982.710 - Adult Large Print	-23.47	23.47
Bill	90521066	10/09/2025		• Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-197.39	197.39
Bill	90521068	10/09/2025		• Adult Print General	982.720 - Adult Print General	-16.20	16.20
Bill	90555392	10/09/2025		• Adult Print General	982.720 - Adult Print General	-141.06	141.06
Bill	90555391	10/09/2025		• Adult Print General	982.720 - Adult Print General	-93.46	93.46
Bill	90555393	10/09/2025		• Adult Print General	982.720 - Adult Print General	-13.21	13.21
Bill	90582939	10/09/2025		• Multiple Book Copies	982.740 - Multiple Book Copies	-57.06	57.06
Bill	90582945	10/09/2025		• Adult Large Print	982.710 - Adult Large Print	-69.13	69.13
Bill	90582944	10/09/2025		• Adult Print General	982.720 - Adult Print General	-15.96	15.96
Bill	90582938	10/09/2025		• Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-36.23	36.23
Bill	90582946	10/09/2025		• Adult Print General	982.720 - Adult Print General	-18.33	18.33
Bill	90582937	10/09/2025		• Adult Print General	982.720 - Adult Print General	-11.63	11.63
Bill	90582943	10/09/2025		• Adult Print General	982.720 - Adult Print General	-18.12	18.12
Bill	90582942	10/09/2025		• Adult Ref.	982.730 - Adult Ref.	-28.34	28.34
Bill	90582941	10/09/2025		• Multiple Book Copies	982.740 - Multiple Book Copies	-21.90	21.90
Bill	90582940	10/09/2025		• Adult Print General	982.720 - Adult Print General	-26.58	26.58
Bill	90582947	10/09/2025		• Adult Print General	982.720 - Adult Print General	-16.20	16.20
Bill	90646331	10/09/2025		• Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-22.23	22.23
Bill	90646332	10/09/2025		• Adult Large Print	982.710 - Adult Large Print	-22.23	22.23
Bill	90646336	10/09/2025		• Adult Print General	982.720 - Adult Print General	-19.95	19.95
Bill	90646335	10/09/2025		• Adult Print General	982.720 - Adult Print General	-72.77	72.77
Bill	90646328	10/09/2025		• Adult Print General	982.720 - Adult Print General	-18.91	18.91
Bill	90646330	10/09/2025		• Adult Print General	982.720 - Adult Print General	-16.02	16.02
Bill	90646329	10/09/2025		• Adult Print General	982.720 - Adult Print General	-20.87	20.87
Bill	90646337	10/09/2025		• Adult Print General	982.720 - Adult Print General	-33.47	33.47
Bill	90646334	10/09/2025		• Adult Print General	982.720 - Adult Print General	-13.55	13.55
Bill	90727114	10/09/2025		• Adult Print General	982.720 - Adult Print General	-46.50	46.50
Bill	90727118	10/09/2025		• Adult Print General	982.720 - Adult Print General	-51.48	51.48
Bill	90727119	10/09/2025		• Adult Print General	982.720 - Adult Print General	-62.83	62.83
Bill	90727121	10/09/2025		• Adult Print General	982.720 - Adult Print General	-17.57	17.57
Bill	90727117	10/09/2025		• Adult Print General	982.720 - Adult Print General	-35.15	35.15
Bill	90727126	10/09/2025		• Adult Print General	982.720 - Adult Print General	-14.55	14.55
Bill	90727124	10/09/2025		• Adult Large Print	982.710 - Adult Large Print	-73.78	73.78
Bill	90727125	10/09/2025		• Adult Print General	982.720 - Adult Print General	-15.66	15.66
Bill	90727116	10/09/2025		• Adult Print General	982.720 - Adult Print General	-28.33	28.33

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	90727122	10/09/2025		· Adult Print General	982.720 · Adult Print General	-14.34	14.34
Bill	90727115	10/09/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90727123	10/09/2025		· Adult Print General	982.720 · Adult Print General	-22.64	22.64
Bill	90727120	10/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-38.27	38.27
Bill	90759011	10/09/2025		· Adult Print General	982.720 · Adult Print General	-15.12	15.12
Bill	90759010	10/09/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.20	16.20
Bill	90759013	10/09/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	90759012	10/09/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90785024	10/09/2025		· Adult Print General	982.720 · Adult Print General	-51.39	51.39
Bill	90785026	10/09/2025		· Adult Print General	982.720 · Adult Print General	-36.24	36.24
Bill	90785027	10/09/2025		· Adult Print General	982.720 · Adult Print General	-72.47	72.47
Bill	90785029	10/09/2025		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	90785028	10/09/2025		· Adult Print General	982.720 · Adult Print General	-30.33	30.33
Bill	90785025	10/09/2025		· Adult Print General	982.720 · Adult Print General	-22.84	22.84
Bill	90785023	10/09/2025		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
TOTAL						-2,047.05	2,047.05
Bill Pmt -Ch...	29859	10/16/2025	KANOPY INC	KANOPY BORROWS - SEP 2025	001.001 · CSB/Operations Ch...		-295.80
Bill	470399-PPU	10/09/2025		2025 - KANOPY VIDEO PLAYS - SEP	982.410 · Electronic Products/...	-295.80	295.80
TOTAL						-295.80	295.80
Bill Pmt -Ch...	29860	10/16/2025	KeyBank	A/C Endng3195 09/10 - 10/09/25 DU...	001.001 · CSB/Operations Ch...		-3,122.58
Bill	20251106	10/16/2025		SUBWAY - MEALS, PICKING UP DONATED ... UHAUL - PICK UP DONATED FURNITURE CHELSEA WELLNESS - SEP HEALTH STIPE... PLAYBOOK BUILDER - HR SOFTWARE STICKER MULE - STICKERS FOR TRUNK O... MIKES - HELPER REVIEW CRADLEPOINT/ERICSSON - MODEM LICEN... LIBRARY JOURNAL - DEMONSTRATING TH... SIGNS IN 1 DAY - PORCH BANNER 4 ALL PROMOS - STRESS BALL PROMO IT... DTW - CONF MEALS SERENDIPITY - LCSUM ADULT WINNER \$5... BAMBU LABS - 3D PRINTING FAT BRAIN TOYS - GENERAL YOUTH SUPP... POLLYS - YOUTH SNACKS, 9/23, 9/24, 10/1 COTTAGE INN - TEEN REFRESHMENTS GARDEN MILL - TEEN PROGRAMS ZOU ZOU'S - TEEN ADVISORY BOARD POLLYS - GIFT CERTIFICATE (TO WHO) (\$... POLLYS - REFRESHMENTS (\$30 + \$18.66 =... GARDEN MILL - TEEN PROGRAMS S&S ACTIVEWEAR - T-SHIRTS ROBOTSHOP INC - was 684.602, changed 1... THOMPSONS - KRUEGER & CORYELL, AN... MIKES - RAKESTRAW, J PECKA, ANNAL RE... MAIN ST PROVISIONS - KRUEGER, BANDA... LOS TRES AMIGOS - INTERVIEW STRATEG... COMMON GRILL - BOARD CHANGE DISC - ... SMOKEHOUSE 52 - TECH HEAD INTERVIE... CHAMBER BREAKFAST - CORYELL, POWE... CLEARY'S - MKTG & COMMUNICATIONS M... CLEARY'S - SONGFEST TEEN BATTLE OF ... YOU.COM - AI SUBSCRIPTION, changed10/... ZOOM - 9/24 - 10/23/25, VIDEO SOFTWARE ...	727.100 · Supplies - General ... 867.320 · Furniture and Fixtures 969.620 · Staff In-Service & Ap... 967.200 · Equipment Software 860.436 · Mobile Promotions 969.620 · Staff In-Service & Ap... 803.390 · Computers 969.610 · Workshops 860.435 · CDL Songfest 880.441 · General Service/Res... 969.143 · Other Staff Travel 880.441 · General Service/Res... 884.602 · Technology Program... 884.222 · General Youth Progr... 884.222 · General Youth Progr... 884.276 · Teen Event Supplies 884.272 · Teen General Progr... 884.265 · YSG Recognition 884.265 · YSG Recognition 884.272 · Teen General Progr... 884.272 · Teen General Progr... 884.272 · Teen General Progr... 982.430 · Non-Traditional Coll... 969.620 · Staff In-Service & Ap... 969.620 · Staff In-Service & Ap... 969.620 · Staff In-Service & Ap... 969.620 · Staff In-Service & Ap... 969.620 · Staff In-Service & Ap... 960.200 · Director Expense 969.620 · Staff In-Service & Ap... 884.961 · Songfest - Restrict... 967.110 · Tech Research 967.200 · Equipment Software	-7.39 -103.47 -174.77 -169.77 -199.73 -39.09 -212.72 239.00 -194.74 -301.41 -16.29 -74.90 -108.79 -107.75 -47.23 -91.10 -25.33 -31.16 -29.96 -18.64 -25.33 -76.71 -15.35 -40.12 -49.93 -49.93 -43.41 -103.72 -98.66 -29.95 -77.46 -99.87 -179.76 -39.45	7.41 103.62 175.00 170.00 200.00 39.14 213.00 239.00 195.00 301.81 16.31 75.00 108.93 107.89 47.29 91.22 25.36 31.20 30.00 18.66 25.36 76.81 15.37 40.17 50.00 50.00 43.47 103.86 98.79 30.00 77.66 100.00 180.00 39.50
TOTAL						-3,122.58	3,126.73
Bill Pmt -Ch...	29861	10/16/2025	KNIGHT TECHNOLOGY GR...	2025 - OCT - DATTO CLOUD BACKUP - DI...	001.001 · CSB/Operations Ch...		-1,100.00
Bill	27233	10/09/2025		OCT - DATTO CLOUD BACKUP - DISASTER...	803.360 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Ch...	29862	10/16/2025	Matt Talbot Design and Illus...	LOGO/PROMO DESIGN CDL SONGFEST - ...	001.001 · CSB/Operations Ch...		-1,200.00
Bill	25-4152-VK	10/14/2025		WORKING AMERICA CDL SONG FEST	880.521 · Graphic Design Serv... 880.521 · Graphic Design Serv...	-600.00 -600.00	600.00 600.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -Ch...	29863	10/16/2025	Michlgan Municipal League...	2025 3RD QUARTER - DUE 10/25/2025	001.001 · CSB/Operations Ch...		-12.14
Bill	25-6203	10/09/2025		2025 3RD QUARTER - UNEMPLOYMENT IN...	710.300 · Per Svcs-Fringe-Un...	-12.14	12.14
TOTAL						-12.14	12.14
Bill Pmt -Ch...	29864	10/16/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-430.32
Bill	507780710	10/16/2025		SUMMER ADULT NF	982.470 · DVD Non-Fiction	-44.23	44.23
Bill	507818851	10/16/2025		OCT FEATURE ADULT DVD's	982.460 · DVD Feature	-387.36	367.35

4:04 PM
11/07/25

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	507818854	10/16/2025		SEP FEATURE ADULT DVDs	982.460 · DVD Feature	-18.74	18.74
TOTAL						-430.32	430.32
Bill Pmt -Ch...	29865	10/16/2025	Midwest Tape - Hoopla	507821907	001.001 · CSB/Operations Ch...		-3,571.15
Bill	507821907	10/09/2025		· Electronic Products/Subs	982.410 · Electronic Products/...	-3,571.15	3,571.15
TOTAL						-3,571.15	3,571.15
Bill Pmt -Ch...	29866	10/16/2025	Print-tech Inc.	280153 - SONG FEST POSTERS	001.001 · CSB/Operations Ch...		-204.10
Bill	280153	10/09/2025		SONG FEST POSTERS	880.435 · CDL Songfest	-204.10	204.10
TOTAL						-204.10	204.10
Bill Pmt -Ch...	29867	10/16/2025	PROMOTIONS NOW	714761 ACCT#419028	001.001 · CSB/Operations Ch...		-185.89
Bill	741761	10/09/2025		CDL BRANDED GUITAR BOTTLE OPENERS...	880.435 · CDL Songfest	-185.89	185.89
TOTAL						-185.89	185.89
Bill Pmt -Ch...	29868	10/16/2025	Proquest LLC	70610941 - ANCESTRY SUBSCRIPTION	001.001 · CSB/Operations Ch...		-1,676.11
Bill	70910941	10/09/2025		Ancestry Library 10/01/25 to 09/30/2025	982.410 · Electronic Products/...	-1,676.11	1,676.11
TOTAL						-1,676.11	1,676.11
Bill Pmt -Ch...	29869	10/16/2025	Serendipity Books	Youth Program Artists in Chelsea Books	001.001 · CSB/Operations Ch...		-772.93
Bill	139971	10/14/2025		2026 PREPAID - AIC SCHOOL BOOKS COV...	123.002 · Prepaid Payments	-772.93	772.93
TOTAL						-772.93	772.93
Bill Pmt -Ch...	29870	10/16/2025	Underground Printing	1092455	001.001 · CSB/Operations Ch...		-1,150.50
Bill	1092455, 25-415...	10/09/2025		CDL SONGFEST T-SHIRTS	880.435 · CDL Songfest	-1,150.50	1,150.50
TOTAL						-1,150.50	1,150.50
Bill Pmt -Ch...	29871	10/16/2025	Uniqe Management Servic...	2025 - 6144664 CLIENT # 1954 - 2025 SEP- ...	001.001 · CSB/Operations Ch...		-98.45
Bill	6144664	10/09/2025		2025 SEP - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-98.45	98.45
TOTAL						-98.45	98.45
Bill Pmt -Ch...	29872	10/16/2025	Verizon Wireless	INV 6124657873 - ACCT 442098695-00001 ...	001.001 · CSB/Operations Ch...		-686.53
Bill	6124657873	10/09/2025		HOT SPOTS - 08/29 - 09/28/25 (09/29 - 10/2...	850.311 · WIFI Hotspots	-555.25	555.25
				IT CELL PHONE - 08/29 - 09/28/25 (09/29 - 1...	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT 08/29 - 09/28/25 (...	850.310 · Internet	-80.22	80.22
TOTAL						-686.53	686.53
Bill Pmt -Ch...	29873	10/16/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-975.91
Bill	1T9N-GXLV-79PN	10/03/2025		· Non-Traditional Collections	982.430 · Non-Traditional Coll...	-97.54	97.54
Bill	1XMV-H1CV-37LK	10/03/2025		TEEN GENERAL PROGRAMS	884.272 · Teen General Progr...	-30.81	62.72
				VIDEOGAMES	982.490 · Videogames	-33.67	69.00
Bill	1PPX-GH46-43KF	10/09/2025		MINI COFFINS	884.272 · Teen General Progr...	-22.08	22.08
Bill	1KC9-WLN9-4N7V	10/09/2025		ROCKS	884.222 · General Youth Progr...	-44.72	44.72
Bill	1NJP-V3KH-C9W4	10/09/2025		MARKETING SUPPLIES	880.320 · Misc Marketing Sup...	-64.75	64.75
Bill	1NY6-GWWN-34...	10/13/2025		· Adult Print General	982.720 · Adult Print General	-14.40	14.40
Bill	19PW-DQ33-FR4L	10/13/2025		· Non-Traditional Collections - GAMES	982.430 · Non-Traditional Coll...	-271.29	271.29
Bill	18PN-V4FM-DGD9	10/13/2025		· Adult Collection Restricted	982.910 · Adult Collection Res...	-256.52	256.52
Bill	1X9W-JHX1-MM...	10/13/2025		· General Adult Programs	884.126 · General Adult Progr...	-31.02	31.02
Bill	1TRV-HCMY-4H...	10/15/2025		· General Teen Programs	884.272 · Teen General Progr...	-109.31	109.31
TOTAL						-975.91	1,043.35
Bill Pmt -Ch...	29874	10/16/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-409.33
Bill	507653900	10/16/2025		SEP FEATURE ADULT	982.460 · DVD Feature	-81.72	81.72
Bill	507686514	10/16/2025		SEP FEATURE ADULT	982.460 · DVD Feature	-327.61	327.61
TOTAL						-409.33	409.33
Bill Pmt -Ch...	29875	10/16/2025	A T & T TELCO	VOID: INV 734433980410 - 10/25/2025 - AC...	001.001 · CSB/Operations Ch...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29876	10/16/2025	A T & T TELCO	VOID: INV 734433980409 - 10/25/2025 - AC...	001.001 · CSB/Operations Ch...		0.00

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
TOTAL						0.00	0.00
Bill Pmt -Ch...	29877	10/16/2025	A T & T TELCO	VOID: INV 734433980409 - 10/25/2025 - AC...	001.001 · CSB/Operations Ch...		0.00
TOTAL						0.00	0.00
Bill Pmt -Ch...	29878	10/16/2025	MAYES, EVERETT	2025 - REIMBURSEMENT ABOS CONFERE...	001.001 · CSB/Operations Ch...		-98.47
Bill	20251010	10/16/2025		2025 - REIMBURSEMENT ABOS CONFERE...	989.143 · Other Staff Travel	-98.47	98.47
TOTAL						-98.47	98.47
Bill Pmt -Ch...	29879	10/16/2025	Krueger, Virginia	REIMBURSEMENT ABOS CONFERENCE	001.001 · CSB/Operations Ch...		-142.93
Bill	20251010	10/16/2025		REIMBURSEMENT ABOS CONFERENCE	989.143 · Other Staff Travel	-142.93	142.93
TOTAL						-142.93	142.93
Bill Pmt -Ch...	29880	10/30/2025	A Production Cleaning Com...	16257	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16527	10/30/2025		CLEANING 10/12 - 10/26/2025	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29881	10/30/2025	A T & T Mobility	ACCT 287286231198X - INV 10142025 - ISS...	001.001 · CSB/Operations Ch...		-217.46
Bill	x10142025	10/29/2025		2025 - PUBLIC WIFI HOT SPOTS 10/07 - 11/...	850.311 · WiFi Hotspots	-217.46	217.46
TOTAL						-217.46	217.46
Bill Pmt -Ch...	29882	10/30/2025	ABSOPURE	ACCT 9423998 - INV 89903038	001.001 · CSB/Operations Ch...		-52.40
Bill	89903038	10/30/2025		BOTTLED WATER 09/17/25	727.100 · Supplies - General ...	-52.40	52.40
TOTAL						-52.40	52.40
Bill Pmt -Ch...	29883	10/30/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-5,796.91
Bill	20251012	10/29/2025		10/12/25 - 10/25/25 - PAID 10/31/25 - PR ER ... 10/12/25 - 10/25/25 - PAID 10/31/25 - PR EE ... 10/12/25 - 10/25/25 - PAID 10/31/25 - PR FLE...	231.002 · Payroll Lia/401A Mtc... 702.300 · Per Svcs - Retrmtnt - ... 710.500 · Per Svcs - Fringe B ...	-1,778.44 -2,980.27 -1,038.20	1,778.44 2,980.27 1,038.20
TOTAL						-5,796.91	5,796.91
Bill Pmt -Ch...	29884	10/30/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-503.08
Bill	1HXK-TTHK-7W...	10/29/2025		· Technology Programs - Supplies	884.602 · Technology Program...	-48.99	48.99
Bill	144T-WWV9J-7PVQ	10/29/2025		· Holiday Programs	884.223 · Holiday Programs	-83.63	83.63
Bill	1W9C-VDJV-RN...	10/29/2025		· Supplies-Matl Proc Othr 727.330	728.300 · Supplies-Matl Proc ...	-31.36	31.36
Bill	1FJ1-GX3F-RK3L	10/29/2025		· General Adult Programs	884.126 · General Adult Progr...	-18.09	18.09
Bill	13D4-G1DV-Q4LJ	10/30/2025		HDMI CORDS - REF DESK 2	867.120 · Computers	-21.62	21.62
Bill				DISINFECTING WIPES	727.100 · Supplies - General ...	-21.44	21.44
Bill				SUPPLIES - MOBEE	732.400 · Mobile CDL	-277.95	277.95
TOTAL						-503.08	503.08
Bill Pmt -Ch...	29885	10/30/2025	AMERICAN UNITED LIFE IN...	GROUP: G 00823836-0000-000 - NOV 11/01/...	001.001 · CSB/Operations Ch...		-886.69
Bill	20251101	10/30/2025		NOV 11/01/2025 -11/30/202	710.200 · Per Svcs-Fringe Fle...	-886.69	886.69
TOTAL						-886.69	886.69
Bill Pmt -Ch...	29886	10/30/2025	Ballard, Kerry	BOOKKEEPING TO 10/31/25	001.001 · CSB/Operations Ch...		-907.69
Bill	251031, 251023	10/29/2025		BOOKKEEPING TO 10/31/25 TAKE DOWN AND SHIP WORKING AMERICA	801.040 · Bookkeeper 884.801 · Exhibits	-807.69 -100.00	807.69 100.00
TOTAL						-907.69	907.69
Bill Pmt -Ch...	29887	10/30/2025	Chelsea High School Yearb...	2024/2025 YEARBOOK	001.001 · CSB/Operations Ch...		-84.80
Bill	25-3779-CS	10/29/2025		2024/2025 YEARBOOK	982.510 · Local History Preser...	-84.80	84.80
TOTAL						-84.80	84.80
Bill Pmt -Ch...	29888	10/30/2025	City of Chelsea-Elect & Water	SEP - 08/29/25 - 09/30/2025 - UTILITIES: EL...	001.001 · CSB/Operations Ch...		-7,400.89
Bill	25-2369	10/29/2025		2025 -WATER - SEP - 08/29/25 - 09/30/2025 2025 - SEWER - SEP - 08/29/25 - 09/30/2025 2025 - ELECTRICITY - SEP - 08/29/25 - 09/3... 2025 - MoBee/GARAGE - SEP - 08/29/25 - 09...	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Elec... 920.131 · MoBee - Garage ele...	-78.99 -160.00 -6,658.82 -44.13	78.99 160.00 6,658.82 44.13

4:04 PM
11/07/25

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
				2025 - SPRINKLER - SEP - 08/29/25 - 09/30/...	920.150 · City of Chelsea Spr...	-458.95	458.95
TOTAL						-7,400.89	7,400.89
Bill Pmt -Ch...	29889	10/30/2025	COMFORT, STACEY		001.001 · CSB/Operations Ch...		-167.99
Bill	25-3784-SC	10/29/2025		GALLERIA ASIAN - REIMBURSEMENT - TEE...	884.272 · Teen General Progr...	-68.55	68.55
Bill	25-3785-SC	10/29/2025		TARGET - REIMBURSEMENT - TEEN PROG...	884.272 · Teen General Progr...	-74.44	74.44
Bill	25-2370-LB	10/30/2025		REIMBURSEMENT - WELLNESS PROGRAM	989.620 · Staff In-Service & Ap...	-25.00	25.00
TOTAL						-167.99	167.99
Bill Pmt -Ch...	29890	10/30/2025	Coryell, Lori		001.001 · CSB/Operations Ch...		-241.03
Bill	25-1048-LC	10/29/2025		SUPPLIES FOR CONVERSATION WITH DIR...	960.200 · Director Expense	-151.67	151.67
Bill	25-1047-LC	10/29/2025		SUPPLIES FOR TRUNK OR TREAT	960.200 · Director Expense	-89.36	89.36
TOTAL						-241.03	241.03
Bill Pmt -Ch...	29891	10/30/2025	Costco Anywhere Visa	ACCT ENDING 3253 08/18/2025 - 10/16/25 ...	001.001 · CSB/Operations Ch...		-318.67
Bill	20251016	10/29/2025		TRUNK OR TREAT FEES	880.436 · Mobile Promotions 802.100 · Admin-Fees Bank ...	-273.31 -45.36	273.31 45.36
TOTAL						-318.67	318.67
Bill Pmt -Ch...	29892	10/30/2025	Crimson Multimedia Dist. Inc.		001.001 · CSB/Operations Ch...		-1,110.70
Bill	21564	10/29/2025		VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-1,066.34	1,066.34
Bill	21725	10/29/2025		VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-44.36	44.36
TOTAL						-1,110.70	1,110.70
Bill Pmt -Ch...	29893	10/30/2025	DeMea, Karla	PRESENTER - 10/3, 31/25 STORYTIME	001.001 · CSB/Operations Ch...		-150.00
Bill	25-3762-JZ	10/29/2025		PRESENTER - 10/3, 31/25 STORYTIME	884.215 · Early Literacy	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Ch...	29894	10/30/2025	DREYFUSS TARSHIS MEDIA...	2231-25	001.001 · CSB/Operations Ch...		-1,500.00
Bill	2231-25	10/29/2025		YOUTH VIRTUAL AUTHOR 11/7	884.215 · Early Literacy	-600.00	600.00
				YOUTH VIRTUAL AUTHOR 11/7	884.212 · General Youth Progr...	-700.00	700.00
				YOUTH VIRTUAL AUTHOR 11/7	884.922 · Youth Prog Rest Gift...	-200.00	200.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Ch...	29895	10/30/2025	Patzer, Fred	Songfest Featured Performer 11/07/25 - FIN...	001.001 · CSB/Operations Ch...		-2,000.00
Bill	25-4022-SP	10/28/2025		Songfest Featured Performer 11/07/25 - FINA...	884.411 · Songfest	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Ch...	29896	10/30/2025	FUN EXPRESS	INV 7384903733-01 ACCT 783724	001.001 · CSB/Operations Ch...		-219.45
Bill	738490373-01	10/29/2025		HALLOWEEN OUTREACH ACTIVITY BOOK...	884.251 · Story Book Trail	-185.87	185.87
				HALLOWEEN OUTREACH ACTIVITY BOOK...	884.222 · General Youth Progr...	-33.58	33.58
TOTAL						-219.45	219.45
Bill Pmt -Ch...	29897	10/30/2025	GABRIELSON, KIM SUZANN...	YOUTH PRESENTER - DECODABLES 11/02	001.001 · CSB/Operations Ch...		-100.00
Bill	25-3776-JZ	10/29/2025		YOUTH PRESENTER - DECODABLES 11/02	884.213 · Parenting Programs	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	29898	10/30/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-2,625.68
Bill	90816986	10/30/2025		· Adult Print General	982.720 · Adult Print General	-372.76	372.76
Bill	90816988	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	90816985	10/30/2025		· Adult Print General	982.720 · Adult Print General	-20.53	20.53
Bill	90816987	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90829711	10/30/2025		· Adult Print General	982.720 · Adult Print General	-53.68	53.68
Bill	90829715	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	90829721	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-32.55	32.55
Bill	90829718	10/30/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-34.50	34.50
Bill	90829712	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.88	17.88
Bill	90829717	10/30/2025		· Adult Print General	982.720 · Adult Print General	-43.18	43.18
Bill	90829713	10/30/2025		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	90829716	10/30/2025		· Adult Print General	982.720 · Adult Print General	-74.06	74.06
Bill	90829714	10/30/2025		· Adult Ref.	982.730 · Adult Ref.	-76.38	76.38
Bill	90897479	10/30/2025		· Adult Print General	982.720 · Adult Print General	-151.44	151.44
Bill	90897486	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	90897478	10/30/2025		· Adult Print General	982.720 · Adult Print General	-45.96	45.96

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	90897481	10/30/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	90897485	10/30/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	90897480	10/30/2025		· Adult Print General	982.720 · Adult Print General	-20.99	20.99
Bill	90897487	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	90897477	10/30/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	90897484	10/30/2025		· Adult Print General	982.720 · Adult Print General	-18.12	18.12
Bill	90897483	10/30/2025		· Adult Print General	982.720 · Adult Print General	-40.32	40.32
Bill	90897482	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	90897492	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.52	16.52
Bill	90897491	10/30/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	90897489	10/30/2025		· Adult Print General	982.720 · Adult Print General	-53.15	53.15
Bill	90897488	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	90897490	10/30/2025		· Adult Print General	982.720 · Adult Print General	-13.25	13.25
Bill	90924836	10/30/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-32.40	32.40
Bill	90924837	10/30/2025		· Adult Print General	982.720 · Adult Print General	-169.67	169.67
Bill	90924835	10/30/2025		· Adult Print General	982.720 · Adult Print General	-15.66	15.66
Bill	90924839	10/30/2025		· Adult Print General	982.720 · Adult Print General	-11.78	11.78
Bill	90955831	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	90955832	10/30/2025		· Adult Print General	982.720 · Adult Print General	-18.12	18.12
Bill	90955834	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	90955833	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90985679	10/30/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.84	19.84
Bill	90985681	10/30/2025		· Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	90985680	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	90985682	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	90985686	10/30/2025		· Adult Print General	982.720 · Adult Print General	-99.52	99.52
Bill	90985683	10/30/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.58	17.58
Bill	90985689	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	90985691	10/30/2025		· Adult Print General	982.720 · Adult Print General	-30.50	30.50
Bill	90985687	10/30/2025		· Adult Print General	982.720 · Adult Print General	-30.29	30.29
Bill	90985684	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	90985692	10/30/2025		· Adult Print General	982.720 · Adult Print General	-15.63	15.63
Bill	90985688	10/30/2025		· Adult Print General	982.720 · Adult Print General	-20.82	20.82
Bill	90985685	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	90985690	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	91065557	10/30/2025		· Adult Print General	982.720 · Adult Print General	-12.92	12.92
Bill	91065555	10/30/2025		· Adult Print General	982.720 · Adult Print General	-34.02	34.02
Bill	91065559	10/30/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	91065558	10/30/2025		· Adult Print General	982.720 · Adult Print General	-83.40	83.40
Bill	91065564	10/30/2025		· Adult Print General	982.720 · Adult Print General	-81.60	81.60
Bill	91065563	10/30/2025		· Adult Print General	982.720 · Adult Print General	-24.70	24.70
Bill	91065560	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-21.61	21.61
Bill	91065561	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	91065562	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	91065556	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	91065565	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	91065566	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	91095665	10/30/2025		· Adult Print General	982.720 · Adult Print General	-32.40	32.40
Bill	91197492	10/30/2025		· Adult Print General	982.720 · Adult Print General	-120.04	120.04
Bill	91197495	10/30/2025		· Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	91197487	10/30/2025		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	91197494	10/30/2025		· Adult Large Print	982.710 · Adult Large Print	-45.04	45.04
Bill	91197490	10/30/2025		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	91197488	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	91197489	10/30/2025		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
TOTAL						-2,625.68	2,625.68
Bill Pmt -Ch...	29899	10/30/2025	Jones, Joy Jan	ARTIST HONORARIUM, \$2000 AT CONTRA...	001.001 · CSB/Operations Ch...		-2,000.00
Bill	25-4021-SP	10/27/2025		BAL DUE 11/03/25 (\$2000.00) ARTIST HON...	884.413 · The Opera Project	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Ch...	29900	10/30/2025	LAW, CHRISTINE M.	LAW - YOGA STORY TIME 11/14/25	001.001 · CSB/Operations Ch...		-100.00
Bill	25-3783-JZ	10/29/2025		LAW - YOGA STORY TIME 11/14/25	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	29901	10/30/2025	MC creative design & photo...	849 - WINTER NEWSLETTER + SONIC SUN...	001.001 · CSB/Operations Ch...		-2,100.00
Bill	849	10/29/2025		WINTER NEWSLETTER + SONIC SUNDAYS...	880.521 · Graphic Design Serv...	-2,100.00	2,100.00
TOTAL						-2,100.00	2,100.00
Bill Pmt -Ch...	29902	10/30/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-408.57
Bill	507752772	10/29/2025		PLAYAWAYS	982.140 · Youth Books on Disc	-173.57	173.57
Bill	507818853	10/29/2025		PLAYAWAYS	982.140 · Youth Books on Disc	-56.79	56.79
Bill	507885351	10/29/2025		AUG-SEP BOC	982.120 · Adult Books on Disc	-42.99	42.99
Bill	507885352	10/29/2025		OCT-NOV BOC	982.120 · Adult Books on Disc	-78.99	78.99
Bill	507921610	10/29/2025		OCT-NOV BOC	982.120 · Adult Books on Disc	-44.99	44.99
Bill	507921612	10/29/2025		AUG-NOV CDs	982.420 · Music on CD	-11.24	11.24
TOTAL						-408.57	408.57

Chelsea District Library
Monthly Check Register

October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill Pmt -Ch...	29903	10/30/2025	PROOS, AMY	YOUTH PROGRAM SPEAKER - INTROUDU...	001.001 · CSB/Operations Ch...		-100.00
Bill	25-3780-JZ	10/29/2025		YOUTH PROGRAM SPEAKER - INTROUDU...	884.213 · Parenting Programs	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Ch...	29904	10/30/2025	SANGOMA US INC	VOIP	001.001 · CSB/Operations Ch...		-486.31
Bill	C158478	10/29/2025		VOIP - 09/26 - 11/25/25	850.120 · Telephone	-486.31	486.31
TOTAL						-486.31	486.31
Bill Pmt -Ch...	29905	10/30/2025	STEAP SPEACILITY TEA PR...	TEA TASTING PROGRAM - 10/28	001.001 · CSB/Operations Ch...		-200.00
Bill	25-3778-CS	10/29/2025		TEA TASTING PROGRAM - 10/28	884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Ch...	29906	10/30/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DAT...	001.001 · CSB/Operations Ch...		-423.09
Bill	10212025	10/29/2025		2025 - T-MOBILE WIFI HOTSPOTS - 09/21/2... 2025 - MOBEE CELL - 09/21/25 - 10/20/25	850.311 · WiFi Hotspots 850.122 · Telecommunications...	-368.37 -54.72	368.37 54.72
TOTAL						-423.09	423.09
Bill Pmt -Ch...	29907	10/30/2025	The Library Network	2025 - INV 76507, ACCT NUMBER CHEL#2...	001.001 · CSB/Operations Ch...		-1,339.08
Bill	76507	10/29/2025		INTERNET	850.310 · Internet	-1,339.08	1,339.08
TOTAL						-1,339.08	1,339.08
Bill Pmt -Ch...	29908	10/30/2025	The Sun Times		001.001 · CSB/Operations Ch...		-663.00
Bill	28228-R	10/29/2025		2822-R - CDL SONG FEST ADVERTISEMEN...	880.110 · Media Buy	-331.50	331.50
Bill	28242-R	10/29/2025		28242-R - CDL SONG FEST - 10/29	880.435 · CDL Songfest	-331.50	331.50
TOTAL						-663.00	663.00
Bill Pmt -Ch...	29909	10/30/2025	UNIVERSITY OFFICE TECH...	592597846 - ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Ch...		-786.40
Bill	592597846	10/29/2025		PUBLIC COPIER LEASE 10/01-31/25 STAFF COPIER LEASE 10/01-31/25 SMALL PRINTER LEASE 10/01-31/25	803.101 · Public Copier 803.102 · Staff Copier 803.103 · Small Printer Mainte...	-241.80 -437.18 -107.42	241.80 437.18 107.42
TOTAL						-786.40	786.40

Chelsea District Library Donation and Restricted

January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
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	7,000	3,000	4,000
674.113 · Designated Exhibits Programming	2,000	2,500	(500)
674.120 · Undesignated Donation	21,010	15,768	5,242
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
Total 674.000 · Revenue Contribution & Donation	50,081	45,139	4,942
Total Income	50,081	45,139	4,942
Gross Profit	50,081	45,139	4,942
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
Total 884.211 · Authors In Chelsea	2,000	2,000	0
Total 884.210 · Youth Speakers	2,000	2,000	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	800	2,000	(1,200)
884.962 · Music in the Air - Restricted	440	450	(10)
Total 884.400 · Music Focus	1,240	2,450	(1,210)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,513	1,000	513
Total 884.500 · Artist In Residence	1,513	1,000	513
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,276	1,500	(224)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	752	750	2
Total 884.910 · Adult Programming Restricted	2,028	3,500	(1,472)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	200	450	(250)
884.926 · Youth Prog Rest Gifts SRP	3,727	3,750	(23)

Chelsea District Library
Donation and Restricted
 January through October 2025

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 884.920 · Youth Programming Restricted	3,927	4,200	(273)
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	10,758	13,200	(2,442)
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	257	250	7
982.920 · Youth Collection Restricted	20	20	0
Total 982.000 · Collection Expense	277	270	7
Total Expense	11,412	17,220	(5,808)
Net Ordinary Income	38,669	27,919	10,750
Net Income	<u>38,669</u>	<u>27,919</u>	<u>10,750</u>

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

Ordinary Income/Expense	TOTAL												Budget	% of Budget		
	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25			Jan - Dec 25	
Income	980,681	954,732	353,888	9,036	(351)	80,428	2,187	0	3,695	(616)	0	0	2,363,680	2,388,201	(4,521)	100%
402.000 - District Revenue	0	0	0	0	0	0	8,872	0	0	0	0	0	95,694	92,000	3,694	104%
540.100 - State Aid	0	0	86,822	0	0	0	0	12,034	0	0	0	0	12,034	10,000	2,034	120%
574.100 - Penal Fines	0	508	404	430	687	430	496	187	707	350	0	0	4,199	4,000	199	105%
645.100 - Copiers & Printers	0	156	250	125	1,531	0	0	0	0	83	0	0	2,145	4,000	(1,855)	54%
657.100 - Non-Resident Fees	0	15	15	45	330	0	45	15	15	15	0	0	485	600	(105)	83%
657.200 - ILL Fees/Collection Agency Rec	84	82	69	41	44	30	41	27	26	23	0	0	467	800	(333)	58%
665.000 - Bank Interest	3,953	21,212	5,654	8,194	7,733	5,880	7,701	14,786	7,582	9,007	0	0	91,702	72,000	19,702	127%
665.000 - Investment Gains/Losses	(1,422)	1,829	1,497	806	(1,592)	2,083	(1,279)	2,723	967	(238)	0	0	5,374	0	5,374	100%
669.000 - Investment Value Change	1,250	0	2,500	1,250	0	0	2,500	0	0	0	0	0	8,750	15,000	(6,250)	58%
671.000 - Misc Income & Refunds	17,450	1,975	7,535	1,290	1,451	6,450	1,080	280	550	12,020	0	0	50,081	45,139	4,942	111%
674.000 - Revenue Contribution & Donation	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	20,644	0	0	2,654,621	2,631,740	22,881	101%
Total Income	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	20,644	0	0	2,654,621	2,631,740	22,881	101%
Expense	73,746	102,758	107,559	104,934	150,738	103,448	106,463	104,151	103,513	155,856	0	0	1,113,166	1,377,309	(264,143)	81%
701.000 - Personnel Svcs Control Acct 701	1,812	624	613	639	1,994	370	2,483	1,875	674	575	0	0	11,659	19,000	(7,341)	61%
727.000 - Supplies	0	65	0	0	64	531	128	0	64	0	0	0	862	900	(48)	95%
732.000 - Other Svc - Postage	52	344	1,077	0	0	243	102	158	52	291	0	0	2,319	3,000	(681)	77%
732.000 - Supplies-Maintenance	0	33	0	162	34	0	35	0	0	0	0	0	264	750	(486)	35%
758.000 - FUEL - DIESEL	2,122	3,451	3,041	2,472	2,713	22,657	8,441	4,222	2,046	3,283	1,139	0	55,587	116,612	(61,025)	48%
801.000 - Professional & Contractual Svcs	97	6	7	47	379	43	63	41	40	114	35	0	872	1,540	(668)	57%
802.000 - Admin-Fees & Misc Costs	9,536	8,774	8,020	30,107	19,626	10,249	11,519	10,330	9,187	14,394	1,100	0	132,842	186,880	(54,038)	71%
803.000 - Maintenance Service Contracts	2,503	(295)	2,153	3,882	1,543	2,040	2,032	2,949	2,507	4,277	3,219	0	26,810	46,420	(19,610)	58%
850.000 - Telecommunications	7,093	12,077	7,041	8,779	5,686	2,117	3,786	7,553	6,979	9,033	250	0	70,284	86,050	(15,766)	82%
880.000 - Promotional Materials	10,910	4,467	58,941	8,954	8,072	8,251	3,410	11,097	3,415	12,230	1,710	0	131,457	155,125	(23,668)	80%
884.000 - Programming	4	60	0	326	36	7	25	0	0	0	0	0	458	2,600	(2,142)	18%
885.000 - Volunteer	0	5,970	5,954	4,835	4,688	4,519	5,890	10,090	9,180	8,260	0	0	59,786	69,950	(10,164)	85%
920.000 - Utilities	87	182	221	229	502	123	1,802	41	21	271	46	0	3,525	3,500	25	101%
960.000 - Board & Director Expense	13,592	0	0	10,097	0	0	0	10,097	0	0	0	0	33,786	51,968	(18,182)	65%
966.000 - Automation Services	0	0	3,043	3,895	0	0	0	144	0	83	0	0	7,165	23,218	(16,053)	31%
966.000 - Insurance	245	9,646	1,493	2,570	1,326	488	4,613	619	6,480	707	(120)	0	28,067	52,200	(24,133)	54%
967.000 - Equipment	1,021	1,592	5,594	2,973	526	1,012	2,415	2,095	754	1,246	0	0	19,168	31,521	(12,353)	61%
969.000 - CE, Staff Development & Travel	76,308	18,617	38,204	616	59,668	160	4,785	3,824	(3,179)	2,520	101	0	201,624	261,118	(59,494)	77%
970.000 - Capital Expense	9,043	9,867	59,994	14,419	17,856	8,759	16,906	21,994	14,069	18,786	446	0	192,139	274,246	(82,107)	70%
982.000 - Collection Expense	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653	0	(3,653)	76%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	211,824	178,238	302,895	199,936	275,351	165,417	174,898	191,280	155,802	231,926	7,926	0	2,095,493	2,773,887	(678,394)	70%
Total Expense	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,255)	(161,228)	(142,260)	(211,282)	(7,926)	0	559,128	(142,147)	701,275	101%
Net Ordinary Income	211,824	178,238	302,895	199,936	275,351	165,417	174,898	191,280	155,802	231,926	7,926	0	2,095,493	2,773,887	(678,394)	76%
Other Income/Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.001 - Trans to Capital Imprv	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 - Trans to Cap Resv Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800	(46,800)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	559,128	(188,948)	748,076	101%
Net Income	211,824	178,238	302,895	199,936	275,351	165,417	174,898	191,280	155,802	231,926	7,926	0	2,095,493	2,773,887	(678,394)	76%

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

		Jan - Oct 25	Jan - Oct 24	\$ Change	% Change
Ordinary Income/Expense					
Income					
402.000	· District Revenue 402	2,383,681.26	2,209,174.79	174,506.47	7.9%
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	4,199.73	3,897.05	302.68	7.77%
657.100	· Non-Resident Fees 607.100	2,145.00	2,921.87	-776.87	-26.59%
657.200	· ILL Fees/Collection Agency Rec	495.00	535.00	-40.00	-7.48%
665.000	· Bank Interest 665.100	467.91	1,093.75	-625.84	-57.22%
665.100	· Investment Gains/Losses 666.100	91,701.39	64,705.80	26,995.59	41.72%
669.000	· Investment Value Change 665.500	5,374.27	4,664.22	710.05	15.22%
671.000	· Misc Income & Refunds 606.000	8,750.00	13,044.45	-4,294.45	-32.92%
674.000	· Revenue Contribution & Donation	50,080.68	40,091.80	9,988.88	24.92%
675.000	· Private Grant Sources	0.00	232.05	-232.05	-100.0%
699.000	· TRANSFER IN FROM OTHER FUND	0.00	71,766.13	-71,766.13	-100.0%
Total Income		2,654,622.91	2,498,990.68	155,632.23	6.23%
Gross Profit		2,654,622.91	2,498,990.68	155,632.23	6.23%
Expense					
701.000	· Personnel Svcs Control Acct 701	1,113,165.06	1,050,882.55	62,282.51	5.93%
727.000	· Supplies 727	11,659.01	9,417.94	2,241.07	23.8%
731.000	· Other Svc - Postage 727.700	851.62	835.41	16.21	1.94%
732.000	· Supplies-Maintenance 727.800	2,318.94	1,897.38	421.56	22.22%
758.000	· FUEL - DIESEL	264.21	551.66	-287.45	-52.11%
801.000	· Professional & Contractual Svcs	54,450.82	70,357.64	-15,906.82	-22.61%
802.000	· Admin-Fees & Misc Costs 801.300	837.62	518.54	319.08	61.53%
803.000	· Maintenance Service Contracts	131,742.90	110,249.73	21,493.17	19.5%
850.000	· Telecommunications	23,589.88	26,437.73	-2,847.85	-10.77%
880.000	· Promotional Materials	70,044.45	69,405.66	638.79	0.92%
884.000	· Programming	129,747.98	140,390.98	-10,643.00	-7.58%
885.000	· Volunteer	458.21	415.09	43.12	10.39%
920.000	· Utilities	59,785.83	47,280.06	12,505.77	26.45%
960.000	· Board & Director Expense	3,478.39	3,572.93	-94.54	-2.65%
965.000	· Automation Services	33,786.87	44,507.85	-10,720.98	-24.09%
966.000	· Insurance 801.200	7,165.00	5,872.00	1,293.00	22.02%
967.000	· Equipment	28,187.05	24,188.04	3,999.01	16.53%
969.000	· CE, Staff Development & Travel	19,167.96	18,764.42	403.54	2.15%
970.000	· Capital Expense 980.00	201,522.91	138,617.17	62,905.74	45.38%
982.000	· Collection Expense	191,692.66	142,062.26	49,630.40	34.94%
991.450	· DEBT PRINCIPAL - GASB96 SBITA	3,653.00	0.00	3,653.00	100.0%
Total Expense		2,087,570.37	1,906,225.04	181,345.33	9.51%
Net Ordinary Income		567,052.54	592,765.64	-25,713.10	-4.34%
Net Income		567,052.54	592,765.64	-25,713.10	-4.34%

7.0
CHELSEA DISTRICT LIBRARY
Fund Balances
October 31, 2025

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$173,901.64		\$177,453.93
Paypal Account	003.002	\$0.00	\$3,552.29	\$0.00
Cash on Hand		<u>\$173,901.64</u>	<u>\$3,552.29</u>	<u>\$177,453.93</u>

Ameriprise Account

MIMF - Interest and earnings	017.003	\$1,489,384.57	8,769.80	\$1,498,154.37
MIMF - Deposits and withdrawals	017.003	\$0.00	-\$200,000.00	-\$200,000.00
Fixed Income Fund	017.004	\$957,658.42	\$0.00	\$957,658.42
		<u>\$2,438,494.39</u>	<u>-\$191,230.20</u>	<u>\$2,255,812.79</u>
		\$2,447,042.99		

Investment Partners Total

Total General Fund

		<u>\$2,612,396.03</u>	<u>-\$187,677.91</u>	<u>\$2,433,266.72</u>
--	--	-----------------------	----------------------	-----------------------

8.1

Ameriprise October 31, 2025

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25	\$3,134,308.75	\$300,000.00	\$5,653.94	\$1,496.90	\$0.00	\$3,441,459.59
04/30/25	\$3,441,459.59	\$0.00	\$8,194.08	\$806.10	\$200,000.00	\$3,250,459.77
05/31/25	\$3,250,459.77	\$0.00	\$7,732.52	-\$1,591.67	\$250,000.00	\$3,006,600.62
06/30/25	\$3,006,600.62	\$0.00	\$5,879.83	\$2,082.62	\$200,000.00	\$2,814,563.07
07/31/25	\$2,814,563.07	\$0.00	\$7,700.75	-\$1,278.96		\$2,820,984.86
08/31/25	\$2,820,984.86	\$0.00	\$14,786.28	\$2,723.24	\$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	\$2,447,042.99	\$0.00	\$9,007.30	-\$237.50	\$200,000.00	\$2,255,812.79
11/30/25						\$0.00
12/31/25						\$0.00
Balance YTD	\$1,838,737.13	\$1,570,000.00	\$91,701.39	\$5,374.27	\$1,250,000.00	\$2,255,812.79
	YTD 017.003 + 017.004	(+) = In.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

Chelsea District Library Cash Flow 2024 - REV 2.0 at 10/31/2025

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	Jul
Beginning Balance	\$102,965	\$786,779	\$1,389,545	\$1,388,702	\$1,236,124	\$1,016,035	\$5
Projected Total CDL Income	\$926,425	\$803,423	\$261,640	\$73,749	\$11,206	\$110,754	\$5
Income, % by month	35.6%	30.8%	10.0%	2.8%	0.4%	4.3%	
Projected Total CDL expenditures	\$242,611	\$200,658	\$262,483	\$226,326	\$231,295	\$212,250	\$2
Expense, % by month	8.8%	7.3%	9.5%	8.2%	8.4%	7.7%	
Net Projected Cash Flow	\$683,814	\$602,765	(\$843)	(\$152,577)	(\$220,089)	(\$101,496)	(\$2)
Ending balance	\$786,779	\$1,389,545	\$1,388,702	\$1,236,124	\$1,016,035	\$914,540	\$6

Actual Income & Expenses	Jan	Feb	Mar	Apr	May	June**	Jul
Projected income	\$926,425	\$803,423	\$261,640	\$73,749	\$11,206	\$110,754	\$1,612,250
Actual income (inflow)	901,509	957,452	458,198	212,463	255,967	287,109.00	15
Increase/decrease - MMF/OA transfers				-200,000	-250,000	-200,000.00	
Difference	(\$24,916)	\$154,029	\$196,557	\$138,713	\$244,761	\$176,355	
Projected expenses	\$242,611	\$200,658	\$262,483	\$226,326	\$231,295	\$212,250	\$2
Actual expenses	\$189,784	\$177,050	\$252,042	231,558.62	\$288,696	\$197,950	\$1
Difference	(\$52,827)	(\$23,607)	(\$10,441)	\$5,232	\$57,402	(\$14,300)	(\$1)
MONTHLY OPERATING CASH FLOW	\$814,690.09	\$780,401.37	\$206,156	(\$19,096)	(\$32,730)	\$89,159	(\$1,612,250)
CASH POSITION	\$814,690.09	\$1,595,091.46	\$1,801,247	\$1,782,151	\$1,749,421	\$1,838,580	\$1,612,250
Exceptional Events							

MMF Monthly Total (IN & OUT)

Balance Transfers

\$300K	\$970K	\$300K	\$200K	\$250K	\$200K	\$920K
\$300K	\$1270K	\$1570K	\$1370K	\$1120K	\$920K	\$920K

*\$300K 1/31 to MMF \$200K 2/18 to MMF \$300K 3/05 to MMF \$200K 4/15 to OA \$250K 5/15 to OA \$200K 6/23 to OA

* BUT, did not leave \$250K 2/24 to MMF

CSB until 02/04/25 \$220K 2/27 to MMF

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for November 2025 board meeting

Staff Announcements

November Staff Work Anniversary

Congratulations to Technology Librarian Matt Jensen who celebrates his five-year work anniversary on November 30. Matt has built the Ingenuity Engine into an extraordinary and welcoming resource. CDL is a better place due to his vision and engaging personality!

Welcome Brandon Leffler

It's official! We have found that needle in the haystack replacement for retiring Head of Technology Scott Rakestraw in Brandon Leffler.

Brandon joined our ranks on November 10. He will oversee our technology strategy, systems, and digital initiatives to enhance the services and resources we provide to our community.

Brandon brings more than ten years of experience in systems and IT administration to CDL as well as a passion for libraries and the Chelsea community. You may have seen Brandon and his family around town at community events or at ALCHEMY Holistic Collective which was owned by him and his wife until recently.

Brandon will be training with Scott for the remainder of the year and will "take charge" in the new year.

Mobee Visits Local Trunk or Treats

Snoopy and the gang took Mobee to three community trunk or treats this fall: St. Louis Center, St. Mary's, and ATA Martial Arts. We distributed 643 CDL treat bags, and posed for countless photos with costumed kids (who doesn't want a photo with Snoopy?). Events like these increase our visibility in the community and will work wonders for our millage campaign in 2029.

Dementia Friendly Communities

CDL hosted a gathering of community stakeholders interested in getting Chelsea certified as a Dementia Friendly Community on November 10. This initiative is spearheaded by the Chelsea Rotary Club. More than 30 community leaders came together to get the ball rolling.

For our part, CDL will devote a portion of our annual inservice training to programming on dementia and creating a library environment that accommodates those living with it. We will also host community sessions in the spring of 2026 on the topic as part of the effort towards community certification.

Artist in Residence and Song Fest

Joy Jan Jones ended her artist residency on November 7. During her week here, she visited with every third grade class at South Meadows, the choral students at Chelsea High School, Silver Maples, Dancey House, the Pines, the Chelsea Senior Center, and the Memory Unit at UMRC. She was adored by all!

Her visit culminated in providing backing vocals for our featured songwriter Freedy Johnston at our annual Song Fest on Friday, November 7. Having never met each other

until that day, they blended vocals beautifully on several songs. Two local teen groups from our Teen Battle of Bands in September were on hand to share their talent with the audience before Freedy took the stage. Both Freedy and Joy met with these young performers to encourage them and provide advice. A total of 82 people came out to the Pasture Barn at Robin Hills Farm for the event. We even had a food truck provided by Eddie Greenleaf of Chelsea Lanes. The smash burgers and fries were delicious!

Of note: State Librarian Randy Riley – a self-proclaimed Freedy Johnston fan – made the trek to Song Fest.

Volunteer Appreciation Party

The Volunteer Appreciation Party is set for Saturday, December 6 from 5:30-7pm. Please consider stopping by to show your support of the dedicated folks who help keep the library running. This year we honor Friend of the Year Daphne Hodder and Volunteers of the Year Ryan Schop and Glenn Clapp. And – bonus – our McKune Room porch provides an excellent vantage point to view the holiday light parade during the party. Hope to see you there!

Strategic Plan Progress – October 2025

1.1 Provide a welcoming place for all

- Provide welcoming space and connection to community social worker for individuals with housing insecurity
- Began discussions with Rotary to get Chelsea certified as a Dementia Friendly Community

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
- Press release created sharing Chapter-a-Day literacy initiative at South Meadows
- Staff attended Chelsea School District Wellness Fair
- Staff escorted Mobee to three local trunk or treats

2.1 Plan for staff succession & cultivate future library leaders

- Draft of a director succession plan handed off to the board Director Oversight Committee
- Outreach staff attended Association of Bookmobile and Outreach Services (ABOS) conference

3.1 Prepare a strategy for the 2029 millage

- Head of Marketing & Outreach signed up for “Demonstrating the Impact of Libraries” course presented by *Library Journal*

Out and About: Meetings/Activities Attended October 2025

- Rotary meetings – October 7, 14 & 21
- Walk to School Wednesday – October 1, 8 & 15
- Chamber Backyard Beer Garden volunteer – October 3
- Chelsea Area Chamber breakfast – October 9
- Chelsea Area Chamber board meeting – October 16
- Trunk or Treat at St. Louis Center – October 22
- Trunk or Treat at St. Mary’s Church – October 24
- Trunk or Treat at ATA Martial Arts – October 30

Chelsea District Library
Assistant Director's Report
October 2025

Facility updates

- The lawn sprinklers were winterized this month and the fire suppression system (sprinklers) were also inspected. The last of the building inspections (fire alarms/gutters) will happen in November or December.
- Lawn treatments were completed this month.
- PIKK Services returned this month to check the master control box in hopes of diagnosing the problem. The tech was able to do a reboot and that seems to have solved the problem.
- The handrails on the stairs going up from the south portico to the upper walkway were painted this month. That completes the McKune porches/railings paint and repairs. The next time they need repair/paint, we should consider replacing the wood with a vinyl or Azek product.
- Johnson Controls did our regular maintenance on the boilers, paying special attention to anything that looked like it could be the cause of the increased gas/electric bills, but did not find any issues they felt qualified. I gave them printouts of the past year's usage and they continue to try to determine a cause.
- Several tree services have been out this year and last to give me advice about some of the maples that weren't looking healthy. The last company, Arbor Aspects, is also used by City, so when James told me basically what the others had said, and gave me a very reasonable quote, I hired him to remove two of the columnar maples along the front parking lot, and one small red maple in the front yard. All were root-bound and not able to be saved. James also checked the maples to the west of the garage and found one of them root-bound also but was able to remove the twisted root and the tree should survive.
- We will have at least one more leaf clean-up this year, and maybe two. The red maples in the front yard hold their leaves longer than the other trees and they are still very full, which is beautiful but makes for a *late* fall clean-up.

Volunteers

In October we had 209 book sale hours and 120 non-book sale hours, for a total of 329 hours.

HR- I am happy to report we hired local Chelsea resident and library patron, Brandon Leffler, as our new Head of Technology. He started on November 11, which will give him several weeks to train with Scott in-person before Scott leaves us at the end of December.

Respectfully submitted, Linda Ballard
Assistant Director

Technology Department

October 2025

Respectfully submitted
by *Scott Rakestraw*



Tech Notes

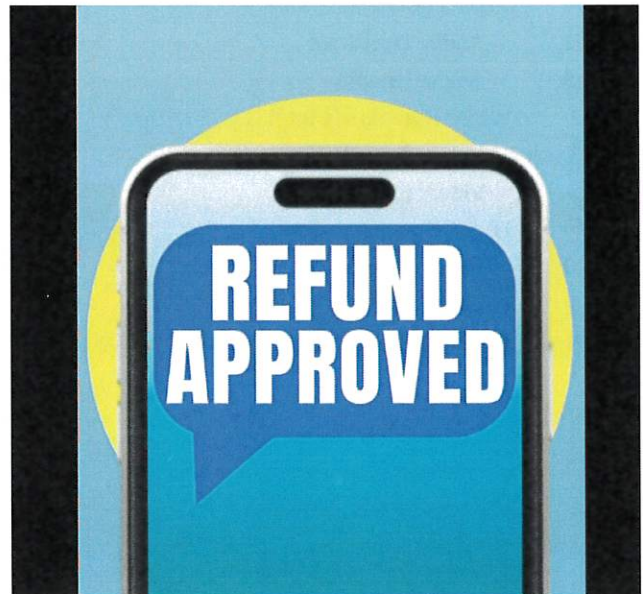
Washtenaw Public Service Tech Talk

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

Share the URL:

<https://chelseadistrictlibrary.org/techtalk>

Protect yourself from phishing scams.



Scott Rakestraw

Moderator · October 23 at 7:32 AM · 🌐

Looking to clean up the your personal information online?
The 🇺🇸 Electronic Frontier Foundation (EFF) has a nice guide to help.



EFF.ORG

Opt Out October: Daily Tips to Protect Your Privacy and Security

October is OPT-OUT Month.

The Electronic Frontier Foundation has released a guide to help manage online privacy and keep your personal data secure.

Services by the Numbers

DATA SERVICES		JUL	AUG	SEP	OCT
12448.7	Hotspots: Total GB Used - Township Halls	1294.8	1224.7	1315.1	1389.2
47.3	-- Lima Township (GB)	5.1	4.9	5.2	4.7
402.4	-- Sylvan Township (GB)	41.2	40.5	41.6	43.5
11999	-- Mobile Beacon (GB)	1248.5	1179.3	1268.3	1341
186	Hotspot Devices Circulated	31	23	27	16
4267	Public Internet - Computer Sessions	541	488	430	397
4278	Public Internet - Wireless Logins	439	428	434	399
ONLINE SERVICES		JUL	AUG	SEP	OCT
188700	Website Page Views *WebLinx/Google	21000	25000	23000	14500
39500	Website Sessions *WebLinx/Google	3500	3900	5700	4600
31470	AUDIO Downloads Total	3339	3202	3319	3123
21151	-- Audio: Overdrive	2283	2151	2222	2066
10319	-- Audio: Hoopla	1056	1051	1097	1057
4547	VIDEO Downloads Total	644	572	375	516
3432	-- Video: Kanopy	541	450	283	395
1115	-- Video: Hoopla	103	122	92	121
24184	EBook Downloads Total	2163	2051	1939	1861
21840	-- Ebook: Overdrive	1924	1843	1722	1623
2344	-- Ebook: Hoopla	239	208	217	238
60201	TOTAL Downloads	6146	5825	5633	5500

October Highlights

- October wrapped up the Working America exhibition. Comments from the evaluation cards show that patrons appreciated the exhibit and that the community is interested in discussing tough topics such as immigration and the rights of working-class citizens. These comments included praise for the library for taking risks and indicated that patrons would like us to continue to offer art and photography exhibits.
- For October, the library participated in numerous Halloween-related activities and events. We hosted our annual costume exchange. One patron liked this so much that she made a small donation to the library because of it. Halloween Trunk or Treats proved to be an excellent way to establish goodwill with the community. We received comments such as “you guys are awesome” and “we love that you’re here.” Librarians also went to the schools for their Halloween festivals.
- In October, Jessica Zubik ran a new reading challenge, Chapter a Day. We piloted this challenge at South Meadows Elementary school and it concluded with a virtual visit from the author of a popular book series, I Survived, Lauren Tarshis.

Meetings, Presentations, and Outreach

- In October, Lori, Virginia, Amy, and I met with all of the librarians to discuss quarterly program planning. This revived practice is in response to librarians’ requests for more frequent and earlier communication about library signature programs and projects.
- In October, Emilee Fetters and I met to discuss a possible food pantry or drive in the library to support recipients of SNAP. This culminated in a food drive at the library that generated over 600 pounds of food in the first week!

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
10/1/2025	Reading Glasses Book Club	5			
10/8/2025	Books & Banter	10			
10/14/2025	Michigan's 529 Savings Programs	3	2		
10/28/2025	Tea Tasting with S.T.E.A.P. Specialty Teas	16			
10/30/2025	Birding Basics Walk	10			

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

		44	2		
	<i>Adult Program Totals</i>	46			
	Early Literacy Program Attendance				
10/2/2025	Toddler time	29			
10/3/2025	Preschool Storytime	23			
10/7/2025	Babytime	26			
10/9/2025	Toddler time	24			
10/10/2025	Preschool Storytime	5			
10/14/2025	Babytime	24			
10/16/2025	Toddler time	25			
10/17/2025	Preschool Storytime	9			
10/21/2025	Babytime	25			
10/23/2025	Toddler time	29			
10/24/2025	Preschool Storytime	5			
10/28/2025	Babytime	25			
10/30/2025	Toddler time	24			
10/31/2025	Preschool Storytime	23			
	<i>Early Literacy Programs Total</i>	296			
	Youth Program Attendance				
10/1/2025	Kids Writing Workshop	15			
10/6/2025	Lego Club	10			
10/7/2025	The Rookery Chess Club	13			
10/8/2025	Kids Writing Workshop	15			
10/13/2025	Youth Creativity Zine	5			
10/14/2025	The Rookery Chess Club	11			
10/15/2025	Kids Writing Workshop	13			
10/17/2025	Read to Library Dogs	4			
10/20/2025	Not-Too-Scary StoryBook Trail	143			
10/21/2025	The Rookery Chess Club	11			
10/22/2025	Kids Writing Workshop	15			
10/23/2025	K2 Books & Fun				
10/28/2025	The Rookery Chess Club	13			
	<i>Youth Program Totals</i>				
	Teen Program Attendance				

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

10/2/2025	TTT: Terrorariums	10			
10/3/2025	TFT: Terrorariums	1			
10/17/2025	PWNED Teen Gaming Club	4			
10/28/2025	Pizza & Paperbacks	5			
10/31/2025	Monstrous Manganfternoon	6			
	<i>Teen Program Totals</i>	26			
	Outreach Program Attendance				
10/9/2025	Silver Maples Book Club (adult)	7			
10/16/2025	Book Club @ Pines (adult)	8			
10/17/2025	Spelling Bee @ Dancey (adult)	16			
10/16/2025	BLANK the Librarian	232			
10/20/2025	Storytime @ ECC (youth)	37			
10/21/2025	Storytime @ ECC (youth)	29			
10/23/2025	Storytime @ ECC (youth)	10			
10/25/2025	Community Wellness Day (all ages)	37			
10/29/2025	First Steps Storytime (youth)	15			
10/30/2025	CSC Walk with Everett (adult)	8			
10/30/2025	Storytime @ Mudpies (youth)	26			
10/30/2025	BLANK the Librarian	241			
10/31/2025	Halloween Festival @ SME (youth)	275			
	<i>Outreach Program Totals</i>	956			
	Mobee Visit Program Attendance				
10/2/2025	Flag Football WSEC (w/ food trucks)	38			
10/4/2025	Saturday Soccer - WSEC Field	27			
10/7/2025	Pines (adult)	7			
10/8/2025	Sylvan Crossing	4			
10/13/2025	CRC Dancey	10			
10/14/2025	Flag Football - WSEC field	26			
10/15/2025	After Care at Pierce Lake School	48			
10/17/2025	"Noetic Excellence Night"	72			
10/22/2025	St.Louis Center Trunk or Treat	210			
10/24/2025	St. Mary Trunk or Treat	248			

10/25/2025	CSD Wellness Fair	43		
10/27/2025	Silver Maples (adult)	5		
10/30/2025	ATA Trunk or Treat	186		
10/30/2025	ATA Martial Arts Trunk or Treat (youth)	185		
10/31/2025	Chelsea Trick or Treat	275		
	<i>Mobee Totals</i>	<i>1384</i>		

	Walk to School Wednesdays		
10/1/2025	Walk to School Wednesdays	19	
10/8/2025	Walk to School Wednesdays	19	
10/15/2025	Walk to School Wednesdays	15	
10/22/2025	Walk to School Wednesdays	13	
	<i>WtSWTotals</i>	<i>66</i>	

Ingenuity Engine

Program Stats

Date	Program	Attendance
10/7/2025	Be Ingenious	3
10/16/2025	Evenings in the Engine	3
10/18/2025	Be Ingenious	1

One-One Appointment Stats

Number of attendees at appointments & tours	36
Number of Unique Users	16

Reference, Collections, Deliveries, and Other

Services	October 25
----------	------------

Reference Questions	1,635
CDL Delivers & Deposit Book Deliveries	19

Collections Usage

In November we start creating most borrowed lists and looking at the collections trends. The most borrowed books of 2025 were:

Adult Most Borrowed Books in 2025:

1. The Women by Kristin Hannah
2. The God of the Woods by Liz Moore
3. Remarkably Bright Creatures by Shelby Van Pelt
4. James by Percival Everett
5. The Frozen River by Ariel Lawhon
6. Wedding People by Alison Espach
7. The Grey Wolf by Louise Penny
8. We Solve Murder by Richard Osman
9. The Four Winds by Kristin Hannah
10. Funny Story by Emily Henry

Teen Most Borrowed Books in 2025:

1. Sunrise on the Reaping (and HG series) by Suzanne Collins
2. A Good Girl's Guide to Murder by Holly Jackson
3. Throne of Glass series by Sarah J. Maas
4. Girl in Pieces by Kathleen Glasgow
5. Powerless by Lauren Roberts

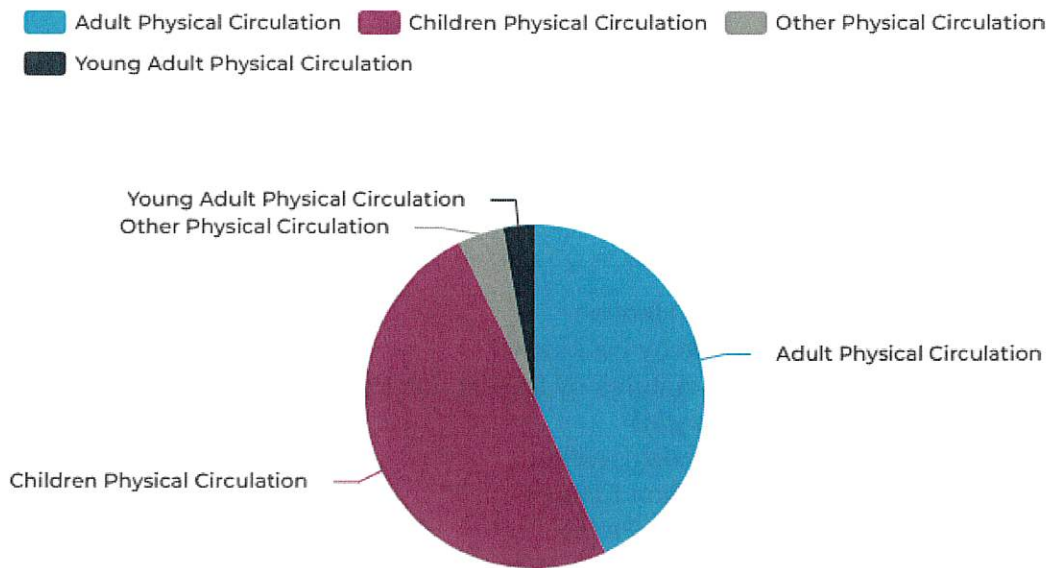
Youth Most Borrowed Books in 2025:

1. Dog Man series by Dav Pilkey
2. We Are In A Book! and others by Mo Willems
3. Babysitters Club graphic novel series
4. Big Nate series by Lincoln Peirce
5. Geronimo Stilton graphic novel series

We will use this list for our lightpole decorations, eNews articles, social media posts, and more importantly, for programming ideas. Perhaps a Dog Man or Babysitters Club themed event for Summer Reading 2026.

Overall, adult and children's books are the most borrowed collections:

Total Physical Circulation



We will continue to watch circulation of childrens, adult, and teen books. This will inform the layout of the collections across the building in years to come.

Patron Feedback

At the reference desk, one patron told a librarian "I love audiobooks so much! They are saving my life right now!"

A patron at the Chelsea Wellness Fair said she was "so impressed" with our library. She works with school districts all over Washtenaw County and said no other library brings books and allows people to checkout or sign up for library cards at outside events like we do.

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

Outreach Overview:

(Outreach attendance numbers are included in the Information Services program attendance report)

Everett and I traveled to the annual Association of Bookmobile & Outreach Services conference in St. Louis in October. This four-day conference was inspiring, connecting with over 400 library staff from around the country to learn and share experiences in library outreach. Everett and I completed 3-2-1 assessments about the conference. Everett's three concepts that impressed him were:

1. The idea that even without a library card patrons can still use the bookmobile and come away with an enjoyable experience. Actually I first noticed that at the Detroit book fair when we took a bunch of books donated by the Friends. People loved being able to browse and leave with a book or two.
2. A books by mail program to people that can't get to the library. Books were mailed in addition to Christmas cards, hygiene kits. This idea coupled with Meals on Wheels intrigued me.
3. Book bikes for outdoor events I can see how one can get closer to the audience and the bike being less intimidating than having to enter a van. Paired with giving away books and the ability to sign up prospective patrons seemed like a great way to bring the idea of the library to people.

Everett and I are working together to have a more robust Free Little Library collection on board Mobee for non-library cardholders and Everett is going through the process to become a Meals on Wheels volunteer to have Mobee out in the community with the hope of offering book delivery with meal delivery.

My three concepts that wowed me were:

1. The passion that I found collectively in 400 attendees for service and bringing library materials and resources out into their communities.
2. The creative and science-driven ways that libraries/vendors have developed to support people with dementia and their care partners.
3. The similar experiences and challenges of public libraries implementing and maintaining bookmobile/outreach services regardless of library service area size and demographics.

After the ABOS conference, in an effort to improve our outreach to our senior residents, I reached out to Chelsea Senior Center and we are offering a "Bring Your Device Day" on Wednesday, November 19 during their regularly scheduled technology help. During this time, we will help patrons set up Libby, Hoopla, and Kanopy on their devices and teach them how to access content on these platforms.

October also marks the very popular Trunk or Treat events where we engaged with over 900 people. It was encouraging that in our third year of these Mobee events, the comments have evolved from, "Where are you from/What is this?" to "Look, the library is here!"

Technology Outreach

In October, Everett saw 16 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. The tech drop-in hours will be advertised in the winter newsletter which will hit mailboxes in mid-November.

Marketing Overview:

October was busy proofreading and finalizing the winter newsletter details to prepare for printing. We were also promoting CDL Song Fest and the closing weeks of the exhibit.

October eNews Metrics:

We sent five weekly e-newsletters (4,348 subscribers). The weekly eNews averaged a 59% open rate, which compares favorably to an average open rate of 36% across nonprofit industries. This totaled 20,099 emails sent and 11,370 emails opened.

October Social Media Metrics:

Our social media engagement continued to be strong in October with the ongoing Working Chelsea campaign. This campaign built goodwill amongst the local business community and generated a lot of interest online. Katie and I will brainstorm how to keep this momentum going with other locally-focused social media campaigns.

CDL Facebook: 3,892 followers (+20) | 1.3K page visits | 102.2K views (↑)

CDL Instagram: Followers: 1,195 (+15) | 108 profile visits (↑) | 11.2K views (↑)

Google Advertising:

Our Google ad grant campaign was slightly down from our September high. We spent \$8,192 of grant money. This resulted in 20,155 impressions over the month of October and an increase in website traffic of 16.7%. The highest performing campaigns were cross network ads, Kanopy, digital media/Overdrive, and the catalog

October Marketing Channel Response:

October had 105 program registrants. The following is the breakdown of which marketing channel they identified as how they found out about the program:

Printed newsletter: 35	Blank/other: 3
e-Newsletter: 7	
Website: 19	
Social Media: 1	
Chelsea Update: 2	
Word of Mouth: 38	

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

Other miscellaneous duties:

- Coordinated with City of Chelsea to remove exhibit banners and install CDL Brand banners
- Coordinated with Shannon to present online career tools and Community Cares Collection to the CHS counseling office
- Attended spring programming meeting
- Staffed two Mobee sports stops, two trunk or treats, and Chelsea's downtown trick-or-treating
- Staffed two Walk to School Wednesdays
- Assisted with Head of IT interviews
- Attended Library IQ training/update
- Coordinated photography for our volunteers and Friend of the year
- Finalized 2026 Friends Booksale bookmarks
- Coordinated with IS to create a World Ballet Day book display and promotion for December's Nutcracker Storytime

Circulation Supervisor's Report OCTOBER 2025

- Circulation 21228 in OCTOBER
- Patron Count- 11050 for OCTOBER
- Circulation by township- for OCTOBER:
 - Dexter = 12% of total transactions
 - Lima = 11% of transactions
 - Lyndon =12% of transactions
 - Sylvan = 17% of transactions
 - Chelsea = 36% of transactions
- OCTOBER Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 4555 Hoopla = 1657 Kanopy =395
- Registrations for OCTOBER – 88 new cards; 7446 total card holders
*Dexter = 954 cards; Lima = 775 cards; Lyndon = 1005 cards
*Sylvan = 1396 cards; Chelsea = 2706 cards; Nonresident = 610 cards
- Self-Check Machine for OCTOBER - 817 or 4% of total checkouts

OCTOBER Notes:

- I attended weekly management meetings.
- I attended the monthly Board meeting.
- I attended a quarterly programming meeting.
- I worked my PIC shift each week.
- I helped with WTSW three weeks.
- I worked a Mobee stop with Virginia at Flag Football.
- I attended the monthly SASUG meeting.
- We received 169 tubs from TLN in OCTOBER, with 7 being the daily average.
- We processed 46 MeLCat items for other libraries, and received 71 items for our patrons.
- We had 1481 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.
- Marissa celebrated her third and Maya celebrated her fourth anniversary at CDL.
- I prepared & delivered reviews to both of them.
- I attended a ALA webinar on How to Build Strong Library Communities.

Respectfully submitted,
Amy Zoran
Head of Circulation

COMMUNICATIONS

Dear Chelsea District Library,

I would like to take this opportunity to congratulate you on receiving a \$5,000 dollar grant through the Chelsea Community Foundation!

This grant is no doubt entering into the hands of a worthy recipient. Recognizing the work of non-profits is important and we thank you for all that you do.

Again, congratulations on this wonderful donation! Please do not hesitate to reach out if I can ever be of service to you.

Sincerely,



Kathy Schmaltz
State Representative
46th District

Dear Ladies,

Once again we must express our appreciation of being included in such a special gift. Joy was such a stellar performer. She conveyed the story of the song and the emotions were so clear and her voice control is impressive. At g+A I asked her what else was on her bucket list, we only wish her further success in her amazing gift. Warm regards, Mary

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 18, 2025, Board Packet

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

Accept October donations and changes to the 2025 FY Budget.

Mallory Simpson & Gregory Schatzle
Lake Trust Foundation
Purple Rose Theater
(via Chelsea Community Foundation)
Marjorie German
Chelsea Youth Adult Program

<u>Income Line</u>	-	<u>Expense Line</u>	
674.112		884.962	\$1,000.00
674.120		884.411	\$1,000.00
674.120		884.111	\$2,000.00
674.120		884.116	\$2,000.00
674.120		884.412	\$1,000.00
674.112		884.962	\$5,000.00
674.120		884.926	\$20.00

Sub Total: \$12,020.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$12,020.00

Sub Total: \$00.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 18, 2025 Board Meeting

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

Discussion:

Revisions to Policies 421: Use of Venues and Library Spaces and 540: Sale and Dispersal of Surplus Library Equipment, were discussed by the Board in October.

Action:

The Chelsea District Library Board of Trustees approves the revisions to these policies.

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 18, 2025 Board Meeting

Policy 321: Art Policy

Discussion:

In policy discussion in October, the Chelsea District Library director noted that Policy 321: Art Policy no longer applies as written and requested that the Board of Trustees look into deleting it as a policy.

Action:

The Board of Trustees votes to remove Policy 321: Art Policy from the catalog of library policies.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 18, 2025 Board Meeting

Budget Carryovers 2025 > 2026

Discussion:

The Library will supply the Board with a list of carryovers from the 2025 Budget to the 2026 Budget, which will be discussed in November.

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 18, 2025 Board Meeting

Budget Adjustments

Discussion:

With the 2025 Budget winding down, there are several adjustments that need to be made to cover expenses that were higher than originally budgeted for.

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
November 18, 2025 Board Meeting

2026 Calendar of Operations

Discussion:

Discussion on the 2026 Calendar of Library Operations and Holidays. Staff in-service date has been discussed at a manager's meeting as February 27, 2026.

This will move to Action in December.

Chelsea District Library Board
2026 Chelsea District Library
Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 16, 2025

Regular Library Hours:

9:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

The Library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the Library is closed are:

Thursday, January 1	[New Year's Day]
Monday, January 19	[Martin Luther King Jr. Day]
Monday, February 16	[President's Day]
Friday, February 27	[Closed for Staff In-Service]
Sunday, April 5	[Easter Sunday]
Sunday, May 24	[Shared System Not Available]
Monday, May 25	[Memorial Day]
Friday, June 19	[Juneteenth]
Saturday, July 4	[Independence Day]
Sunday, September 6	[Shared System Not Available]
Monday, September 7	[Labor Day]
Tuesday, November 3	[Election Day]
Wednesday, November 25	[Close at 5:00 PM]
Thursday, November 26	[Thanksgiving Day]
Friday, November 27	[Day after Thanksgiving]
Thursday, December 24	[Christmas Eve]
Friday, December 25	[Christmas Day]
Thursday, December 31	[New Year's Eve]

Janice L. Carr, Board Secretary

Date

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 18, 2025 Meeting

2026 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2026 board meetings. No retreat date has been determined and can be added at a later time.

This will move to Action in December.

**Chelsea District Library
Board of Trustees
Board Meetings 2026**

**Location: McKune Meeting Room unless otherwise indicated
Time: 6:45 pm, unless otherwise indicated**

**Governance
Appendix #2**

Adopted: December 16, 2025

January 15, 2026

February 19, 2026

March 19, 2026

April 16, 2026

May 19, 2026

June 16, 2026

July 21, 2026

August 18, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 15, 2026

TBD Board Retreat

Janice L. Carr, Secretary

Date

Discussion Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet November 18, 2025 Meeting

Annual Director's Evaluation

Background:

This is an update from the Director Oversight Committee on the evaluation process, which is underway. This will be an Action Item in December.

Discussion Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 18, 2025 Meeting

Capital Improvement Fund Commitment

Background:

Additional funds need to be transferred if the Board wants to maintain the commitment of \$100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the Board should address every year in December.

Discussion Item #7

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 18, 2025 Meeting

Policies 530 Gifts and 545 Requests for Proposals and Competitive Bidding

Background:

Policy 530 Gifts needed attention after Policy 321 Art Policy was deleted, due to its previous mention of the latter. Formatting and several word selections were changed, as well.

Policy 545 Requests for Proposals and Competitive Bidding was also looked at by the Policy Committee and is now ready for full Board review of the suggested revisions.

Chelsea District Library Policy & Procedure

Policy Section: 5. Budget and Finance

Board Approval Date: January 21, 2003

Revised: 6/20/2023

Subject: 530 Gifts

Background:

Chelsea District Library (CDL) acknowledges the great importance of private gifts and donations to the library's future development and growth. Such gifts take many forms, come from various sources, including individuals and businesses, and are made for a variety of purposes. This policy is designed to set forth guidelines for acceptance of gifts from both individual and business donors, and for the distribution of such funds and/or proceeds.

Policy:

Donors may make contributions:

- Directly to the library general operating fund
- To the Chelsea District Library Endowment Fund within the Community Foundation of Southeast Michigan
- To any active, defined CDL fund or project

No gifts will be accepted upon which the donor makes restrictions or special conditions, unless CDL Board of Trustees specifically accepts those restrictions or conditions, or the gift is directed to a previously established fund with similar restrictions.

Chelsea District Library should not accept a gift unless there is a reasonable expectation that acceptance of the gift will ultimately benefit CDL. Gifts can only be restricted in keeping with CDL's missions and ethical standards. CDL cannot accept gifts and contributions that require a deviation from its mission and core values. Gifts should not generate a disproportionate cost or obligation in relation to the benefit received.

Procedure:

Gift Acceptance Committee

A Gift Acceptance Committee (GAC) shall be convened as an ad hoc committee of the CDL Board of Trustees to review unusual gift arrangements, gifts with unusual conditions, and gifts that have potential risk aspects. The GAC shall consist of the board president, board treasurer, board policy committee chair, and the CDL director or their designee. The GAC makes recommendations to modify policy as needed.

Should any potential gift meet the criteria requiring prior approval, the GAC will be convened at the earliest opportunity, in person and/or by phone or virtually. Recommendations of the GAC shall be submitted to the CDL Board for their action.

The GAC may seek appropriate legal, financial, or expert counsel where required to adequately evaluate the gift. The GAC will review the information that has been presented and, only when any issues involved have been satisfactorily resolved, may GAC make a recommendation to the CDL board for acceptance or rejection of the gift.

Gifts Not Requiring GAC Review Prior to Acceptance

The following gift types are readily accepted by Chelsea District Library:

- Cash or cash equivalents
- Marketable securities—absent a compelling reason to do otherwise, it shall be CDL's policy to immediately convert all marketable securities to cash.
- Tangible personal property that may be used by CDL directly for its mission—examples include

equipment, office supplies, and similar items that offset CDL costs, including items intended for CDL's collection. Pledges involving the above named items, provided such pledges will be fulfilled within three years of the date of the pledge, are included. This provision does not apply to planned gifts.

- Books and other materials intended for CDL collection—Chelsea District Library will accept gifts of books and other materials with the understanding that such gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use will be given to the Friends of the Chelsea District Library for disposition according to the procedures of the Friends. Gifts of books and materials will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.
 - Equipment: The decision on acceptance of equipment will be made by the CDL director. Among the criteria on which the decision shall be based is need, space, impact on time of staff, and expense and frequency of maintenance.
 - Art: The decision as to the acceptance of an art object and the determination of its location in the library shall be made in accordance with ~~*GDL policies governing the acquisition of art for the permanent collection*~~ **criteria established by the management team**. Among the criteria on which the decision shall be based is the appropriateness of the art to the building and its décor, fiscal impact, and impact on the operations of the library.
 - Matured Planned Gifts: Matured planned gifts that are funded with cash, cash equivalents, or publicly traded securities, including mutual funds that have already been committed through the planned giving process and hold no unusual or complex restrictions.

Gifts Requiring GAC Review Prior to Acceptance

The GAC must review and recommend the following types of gifts before they are accepted:

- Restricted or closely held securities
- Life insurance
- Real property
- Tangible personal property not directly related to CDL's mission
- Retirement plan beneficiary designations
- Charitable remainder trust
- Charitable lead trusts
- Matured bequest and trust gifts or other planned gifts that are funded with any asset other than those described above
- Limited partnership gifts
- Royalties and patents
- Other unusual gifts such as, but not limited to:
 - Pledges that cannot be fulfilled within five (5) years of the pledge
 - Conditional gifts and pledges by individual donors that are subject to or dependent upon a condition, and are not directed to **any** library sponsored project—a conditional gift can be revoked if the conditions are not met
 - Gifts requiring the naming of a new fund, a named fund, or **the** creation of an endowment.
 - Gifts that have carrying cost or other costs prior to conversion to cash (real or personal property for resale, marketable items requiring appraisal, etc.)
 - Any gift, regardless of form, that provides an unusual level of complexity
- Donors who intend to give gifts in kind must submit their gift proposal in writing.

Legal and Financial Counsel for Donors

Donations to ~~the~~ Chelsea District Library or the Chelsea District Library Endowment Fund within the Community Foundation of Southeast Michigan may be eligible for federal tax deductions. CDL does not appraise or value in-kind or non-cash gifts. For recognition purposes, CDL will accept a third party credible valuation supplied by the donor. CDL encourages prospective donors to seek the assistance of their personal

legal and financial advisors in all matters relating to any gifts that may have consequences for the donor concerning taxes and estate planning.

CDL respects the rights and expectations of donors:

- To be provided with important, relevant, and accurate information concerning their donations and other prospective planned giving arrangements
- To be informed of the identity of those serving on the board and to expect the board to exercise good judgment in its financial stewardship responsibilities
- To have access to the organization's most recent financial report
- To be assured their gifts will be used for the purposes to which they were given
- To receive appropriate acknowledgment and recognition
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- To expect that their name, address and other contact information will not be shared outside CDL without their permission, except as provided by law

Restricted and Designated Gifts

Chelsea District Library may from time to time accept gifts that are either "Designated" or "Restricted". These terms are defined as two distinct categories of gift.

- Designated gifts are unrestricted, but can be earmarked internally to a particular program or project that is ultimately governed by the board.
- Restricted gifts are allocated to one of the CDL's established funds according to a donor's wishes. Restricted gifts are spent only as expenses for that particular program are incurred.

Chelsea District Library will accept both designated and restricted gifts, as long as the gift is consistent with the mission and purpose of the library. For gifts involving specific restrictions, donors will be urged to provide some flexibility should the purpose of the restriction no longer be appropriate or necessary in the future.

There shall be no minimum gift amount for either restricted or unrestricted designated gifts. Gifts that require the establishment of a new named fund or new endowment fund shall be subject to the review of the GAC. In setting up such a fund, a mechanism shall be established to deal with the possibility that the initial purpose may no longer be appropriate at some point in the future.

Planned Gifts

CDL encourages donors to include CDL in their estate and planned giving strategies.

- **Serving as Estate Executor**

Chelsea District Library may not serve as an executor or personal representative of a donor's estate even if CDL is the sole beneficiary.

- **Charitable Remainder Trusts**

Chelsea District Library will accept Charitable Remainder Trust gifts in the various forms acceptable under IRS rules and CDL's policies. If possible and permitted by the donor, CDL will seek to have CDL's own legal counsel review the document both to ~~insure~~ ensure that it does not contain flaws that could harm either the income (the donor) and remainder beneficiaries, as well as to identify potential aspects that might provide additional benefit or flexibility for either party. **Chelsea District Library** CDL shall not serve as a Trustee for any Charitable or Non-Charitable Trust

- **Life Insurance**

- Chelsea District Library may accept gifts of life insurance policies upon the death of the policy holder or where the premiums are fully paid up. Chelsea District Library will not accept a term or other life insurance policy with no cash or life settlement value, absent extraordinary circumstances.
- Chelsea District Library will not accept the gift of new policies in which CDL becomes owner and beneficiary and must pay the premiums, even if the donor agrees to reimburse CDL through

annual donations equal to the cost of the premiums.

- o Such gifts will be accepted only if CDL has the right to cash out the policy when and if it sees fit.
 - Should the donor cease to make the required payments, CDL may:
 - Cash out the policy.
 - Convert the cash value to a fully paid up policy.
 - Convert the current policy by exchanging it for a new policy, usually for a reduced amount.
 - Sell the policy to a life settlement or viatical company. These are companies that will buy permanent and event term policies (if it has a provision to be converted to a permanent policy) at a discount to the face value of the policy, but often for an amount higher than cash value.
 - Continue to make the premium payments (on existing policies) if this appears worthwhile as an investment matter. CDL will not make premium payments on new policies.

Prior to accepting a gift of permanent or cash value life insurance, CDL will seek to obtain an inforce illustration from the issuing life insurance company to assist in determining the real value and potential cost and premium liability of holding the gifted policy.

Primary Responsibility for Disposal of Assets

All non-monetary gifts may be subject to disposition at some point. For example, whenever books and materials donated to CDL are no longer needed or have become so worn or damaged as to be beyond repair, they will be disposed of in the same manner as purchased books and other material. This disposition policy also shall be applied in an appropriate manner to other gifts such as equipment, art objects, and exhibits. Since all gifts to the Chelsea District Library become the property of the library, appropriate library disposition procedures shall be followed per Policy 540: Sale & Dispersal of Surplus Library Equipment.

Unless otherwise agreed, the CDL director will be responsible for the handling, disposal, and sale of assets other than cash or easily marketable securities. As the gift is under active consideration, the CDL director should explore the best way to dispose of the asset and identify the person who will have responsibility for ensuring that the gift is sold.

Appraisal & Gift Valuation

The responsibility for determining the value of a gift for charitable purposes is the responsibility of the donor and not ~~the~~ Chelsea District Library according to IRS rules. CDL will not provide an opinion of value on a gift, but may request that the donor provide a copy of any appraisal on significant gifts (such as real estate, closely held securities, etc.) to CDL.

Reporting to the IRS Forms 8282 & 8283

Periodically Chelsea District Library is required to fill out and file form 8282 and the donor is required to fill out form 8283 in response to various gifts being made or gifted assets that are sold within three (3) years of the receipt of the gift. CDL director will be responsible for ensuring that these documents are filled out and signed on behalf of CDL, upon receipt of a qualified appraisal.

Commissions and Collections Fee

Chelsea District Library shall not pay commissions or finders fees in any form to compensate any individual or firm for obtaining or generating charitable gifts for CDL. Gifts tied to the payment of commissions or finders fees will be rejected. This does not prohibit payment of commissions for other services rendered in the ordinary course of business, such as commissions on the sale of real estate or securities.

Authorization to Accept Gifts

Chelsea District Library's director is authorized to accept and sign related documents on behalf of CDL for bequest, living trust, retirement funds, life insurance, charitable remainder trusts, and standard charitable gift annuity for CDL within the constraints of this gift acceptance policy, and within any constraints imposed by the CDL Board of Trustees.

Gift Rejections

Chelsea District Library reserves the right to refuse any donation of cash or any other form of support if such support is not in keeping with its mission or for other reasons which CDL deems appropriate following GAC review and Board approval, if applicable. A gift is not completed until it has been accepted by the CDL Board of Trustees.

Gift Recognition

It is the policy of Chelsea District Library to publicly recognize contributions. In order to implement recognition in a consistent manner, donors and potential donors should be directed to the CDL director. All donors will be recognized by a letter from CDL and by mention in CDL public reports. Additional recognition may be provided for gifts in support of CDL projects.

If the donor wishes to remain anonymous, it is the responsibility of the donor to inform the CDL Director of this desire. CDL will protect donor anonymity to the extent allowable by law.

From time-to-time, CDL may undertake specific projects supported by the community through financial gifts to CDL. Upon undertaking such a campaign in excess of \$25,000 for any one project, the Board of Trustees shall approve giving levels with appropriate recognition, up to and including naming rights.

Review of Policies

Gift acceptance policies should be reviewed every three years by CDL staff and CDL Board Policy Committee to ensure that they are still relevant and up to date.

Patricia Garcia, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 6. Finance
Board Approval Date: August 17, 2004
Revised: ~~April 19, 2016~~ 4/19/2016

Subject: 545 Requests for Proposals and Competitive Bidding

Background:

Throughout the year the library purchases goods and services. In order to manage prudently the public funds entrusted to the library, it is necessary to develop a consistent process for deciding the source and cost of such goods and services. As part of that process the library will at times engage in competitive bidding by issuing requests for proposals (RFP).

General Policies:

The library uses the Request for Proposals tool as a method for generating interest in providing goods or services to the library.

Purpose:

- Provide a common set of responses that the library can use for fair and consistent comparison of bids
- Provide information about the project that is consistent among all bidders
- Generate bids from interested parties not known to the library

Guidelines:

- The RFP is used in an approved budget context.
- The RFP is to be issued publicly.
- The lowest bid is not necessarily a deciding factor in selection of bids using this process.
- The RFP may be used for projects of any size in terms of cost or scope.
- The dollar value of the service to be provided will not necessarily dictate the use of an RFP for selecting vendors. For projects over ~~\$20,000~~ \$30,000 the library will require an RFP; for projects under ~~\$20,000~~ \$30,000 the board may recommend an RFP at its discretion.
- An RFP is not used when there is a sole-source vendor or emergency situations. In such cases notice of the fact will be given to the board.

Patricia Garcia, Secretary
Chelsea District Library Board of Trustees

Date

COMMITTEE

INFO &

MINUTES

MINUTES OF POLICY MEETING NOVEMBER 6, 2025

Present: Patricia Garcia, Wendy Reinhardt, Jan Carr

1. These policies were blessed to go to Action at the November 18 board meeting-

#540 Sale and Dispersal of Surplus Library Equipment

421 Use of Venues and Library Spaces

#321 Art Selection **management suggests to eliminate**

2. These policies were discussed and edits made.

#530 Gifts Policy **to modify based on #321 deletion**

Committee had several additional edits to suggest beyond the changes resulting from deletion of #321. Need to speak with Lori regarding these changes before adding this policy to discussion in November.

#545 Requests for Proposals and Competitive Bidding **response from attorney?**

Committee suggests increasing dollar amount requiring RFP to \$30,000 based on suggestion from attorney.

Additional edits made that require a clean copy from Chris. THEN, include #545 as Discussion item in Nov .

Other business?

Policies needed for review at December meeting

#111 Ethics Statement

#220 Borrowing cards

#240 Non-resident fees

Respectfully submitted, Jan Carr 11/10/2025

**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
TJ Helfferich		Chair			X
Bob Swistock			X		X
Claire Sandler					
Patricia Garcia		X	Chair	X	
Wendy Reinhardt			X	X	Chair
Aditi Fox	Chair	X			
Jan Carr	X			Chair	

Patricia Garcia, Board Secretary

Date

