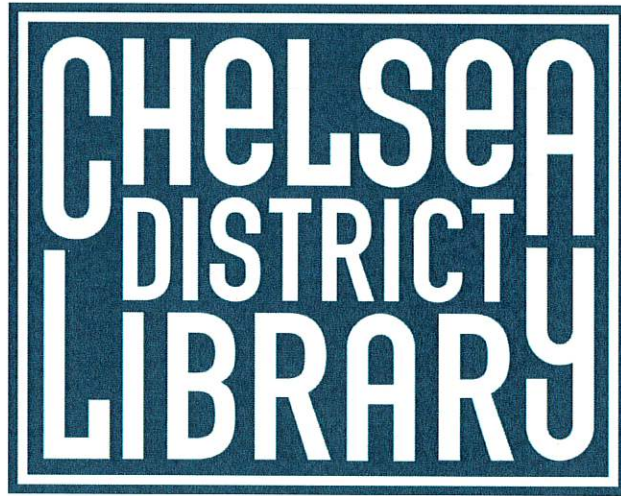


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**December 16, 2025
6:45 pm**

**McKune Room at the Chelsea
District Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, December 16, 2025—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

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

7:05 Public Comment

7:10 Action Items

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

7:40 Discussion Items

1. Board Officer and Committee Recommendations

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.

Revised July 16, 2024

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

Tuesday, November 18, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:45 p.m.

Newly appointed Lyndon Township Trustee, Claire Sandler, was introduced and welcomed. It was agreed that she would use this initial meeting to orientate herself and get up to speed and will begin making motions and voting at the December meeting.

Consent Agenda

MOTION made by B. Swistock, SECONDED by J. Carr to approve the Consent Agenda with the October minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Conducting food drive in the library lobby for Faith in Action
- Hired Brandon Leffler to fill the Head of Technology position
- The State Librarian was in attendance at Song Fest
- Shannon included a list of the year's most borrowed book in her report
- Signed up 88 new library card users in October
- Included two nice letters in Communications that the library received

Friends Report Update:

- December 6 the library will celebrate the Friends and Volunteers of the Year in the McKune Room
- Friends have discussed putting a free little library in Main Street Park

Public Comment: None

Action Item #1: Donations

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

All Ayes 5-0

Action Item #2: Policies 421: Use of Venues and Library Spaces & 540: Sale and Dispersal of Surplus Library Equipment

MOTION made by A. Fox, SECONDED by B. Swistock to approve the revisions to both of these policies. Discussion: None

All Ayes 5-0

Action Item #3: Deletion of 321: Art Policy

MOTION made by B. Swistock, SECONDED by J. Carr to approve the depletion of 321: Art Policy, which was deemed surplus and no longer relevant. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Carryovers 2025 > 2026

A list of the carryovers that L. Ballard comprised was passed out to the Trustees and L. Coryell explained that the carryovers represent projects that the library didn't get to in 2025 and also donations that came in late in the year.

Discussion Item #2: 2025 Budget Adjustments

There are four adjustments that the library needs to make to the 2025 Budget to cover higher than expected expenses in Volunteer Programs, Electric Utility, Board Expenses, and Insurance Policies. L. Ballard explained each of these adjustments to the Board.

Discussion Item #3: 2026 Calendar of Operations

The 2026 schedule of Operations and Holidays was reviewed.

Discussion Item #4: 2026 Board Meeting Calendar

The 2026 Board Meeting Calendar was reviewed.

Discussion Item #5: Director's Annual Evaluation

A. Fox provided an update from Director Oversight Committee Chair, TJ Helfferich, that the committee has met and reviewed the evaluations from the management team and will be prepared to deliver its recommendation to the Board in December.

Discussion Item #6: Capital Improvement Fund Committee

This is something that is replenished every year, however, this year the library did not need to dip into the fund at all, so it will begin 2026 at its fully funded level of \$100,000.

Discussion Item #7: Policies 530: Gifts and 545: Request for Proposals

J. Carr, as Policy Committee Chair, walked the Board through the proposed revisions to these two policies. They will move to Action for the December meeting.

Committee Reports

Policy Committee –

Finance Committee – P. Garcia announced that the Finance Committee will be meeting soon to review two financial policies, 510: Investment Policy and 566: Electronic Transactions of Public Funds, that the Policy Committee has asked them to review.

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by J. Carr, SECONDED by B. Swistock to adjourn the meeting at 7:24 p.m.

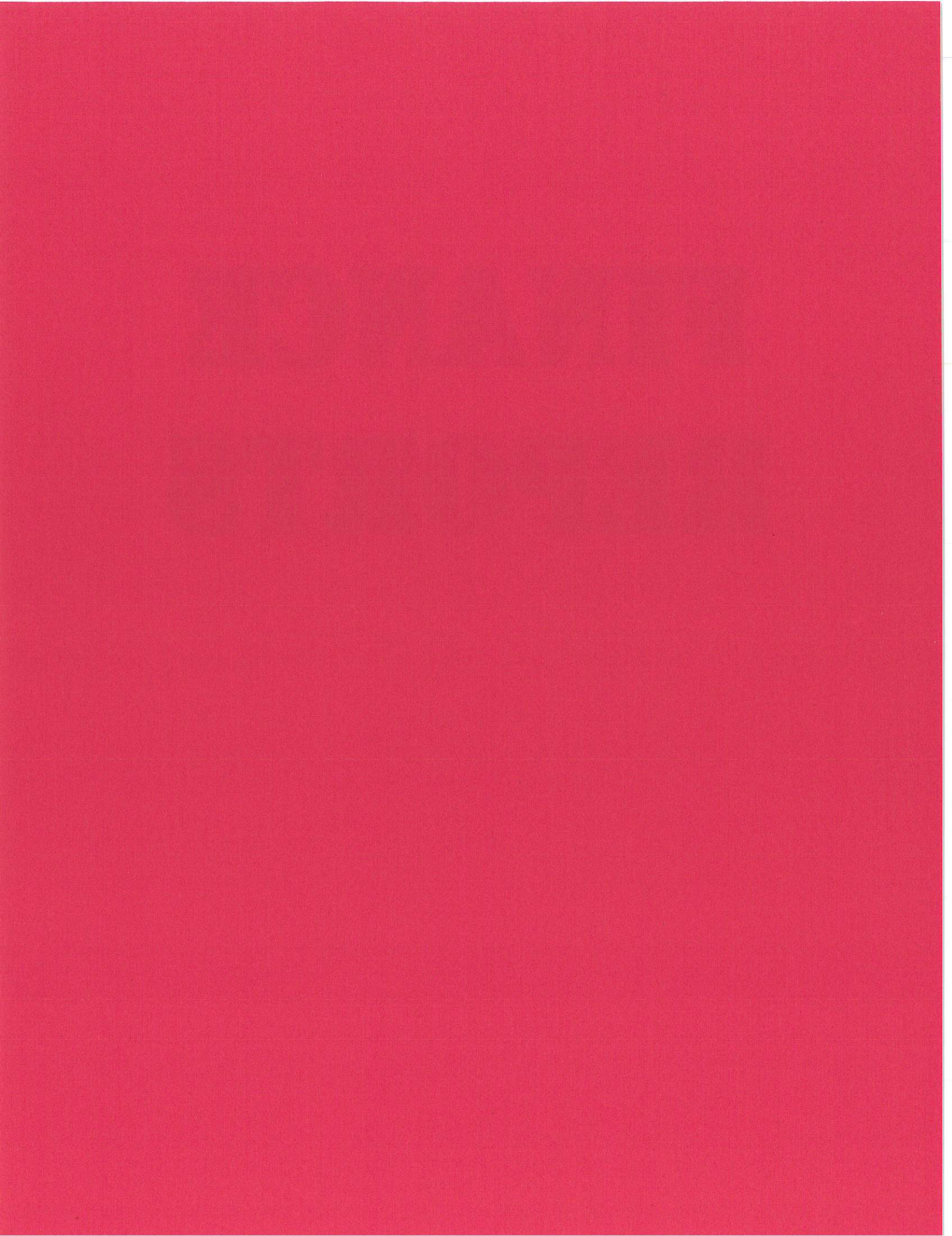
All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

DRAFT

FINANCE REPORTS



3:01 PM
12/06/25

Chelsea District Library
Monthly Check Register
November 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Check		11/30/2025		Service Charge	001.001 · CSB/Operations Ch...		-4.80
				Service Charge	802.100 · Admin-Fees Bank ...	-4.80	4.80
TOTAL						-4.80	4.80
Bill Pmt -Ch...	29910	11/04/2025	BALDWIN, JEREMY	SONGFEST CONVERSATION INTERVIEWER	001.001 · CSB/Operations Ch...		-400.00
Bill	25-1050-LC	11/04/2025		SONGFEST CONVERSATION INTERVIEWER	884.411 · Songfest	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Ch...	29911	11/04/2025	Coryell, Lori	REIMBURSEMENT - SUCCESSION PLANNI...	001.001 · CSB/Operations Ch...		-46.11
Bill	25-1049-LC	11/04/2025		MTG W CORYELL, POWERS, KRUEGER	960.200 · Director Expense	-46.11	46.11
TOTAL						-46.11	46.11
Bill Pmt -Ch...	29912	11/04/2025	HINZ, STEVE	S. HINZ - ASSISTING JOY JAN JONES	001.001 · CSB/Operations Ch...		-600.00
Bill	25-1052-LC	11/04/2025		ASSISTING JOY JAN JONES	884.961 · Songfest - Restricta...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Ch...	29913	11/04/2025	Jones, Joy Jan	ARTIST MEAL STIPEND FOR RESIDENCY ...	001.001 · CSB/Operations Ch...		-500.00
Bill	25-1051-LC	11/04/2025		ARTIST MEAL STIPEND FOR RESIDENCY ...	884.961 · Songfest - Restricta...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Ch...	29914	11/06/2025	Mobile Beacon	A-0038888-20251106-1355 - 1 year Unlimite...	001.001 · CSB/Operations Ch...		-3,000.00
Bill	A-0038888-2025...	11/06/2025		2025/26 - FAITH IN ACTION & CSC - 1 year ...	850.910 · WiFi Hot Spots - Re...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Bill Pmt -Ch...	29915	11/12/2025	A Production Cleaning Com...	16551	001.001 · CSB/Operations Ch...		-1,750.00
Bill	16551	11/13/2025		CLEANING 10/26 - 11/08/2025	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Ch...	29916	11/12/2025	A T & T TELCO	INV 734433980409 - 10/25/2025 - ACCT 74...	001.001 · CSB/Operations Ch...		-219.45
Bill	734433980410	11/06/2025		TELCO - LAND LINES - 09/26/2025 - 10/25/2...	850.120 · Telephone	-219.45	219.45
TOTAL						-219.45	219.45
Bill Pmt -Ch...	29917	11/12/2025	ABSOPURE	ACCT 9423998 - INV 31651038	001.001 · CSB/Operations Ch...		-5.99
Bill	31651038	11/13/2025		BOTTLED WATER COOLER RENTAL	727.100 · Supplies - General ...	-5.99	5.99
TOTAL						-5.99	5.99
Bill Pmt -Ch...	29918	11/12/2025	ADULT LEARNERS INSTITU...	ALI HONORARIUM - CLASS SPRING & FAL...	001.001 · CSB/Operations Ch...		-750.00
Bill	25-3083-SP	11/13/2025		ALI HONORARIUM FOR ALI CLASS· Adult P...	884.919 · Adult Prog Rest Gift ...	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Ch...	29919	11/12/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-7,154.31
Bill	20251026	11/11/2025		10/26/25 - 11/08/25 - PAID 11/14/25 - PR ER ...	231.002 · Payroll Lia/401A Mtc...	-1,779.34	1,779.34
				10/26/25 - 11/08/25 - PAID 11/14/25 - PR EE ...	702.300 · Per Svcs - Retrmt - ...	-4,336.77	4,336.77
				10/26/25 - 11/08/25 - PAID 11/14/25 - PR FLE...	710.500 · Per Svcs - Fringe B ...	-1,038.20	1,038.20
TOTAL						-7,154.31	7,154.31
Bill Pmt -Ch...	29920	11/12/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-638.00
Bill	14F4-NQPG-6HCC	11/07/2025		STAGE LIGHTS	884.961 · Songfest - Restricta...	-89.99	89.99
Bill	1YCG-R4GP-DG...	11/07/2025		PAPER PRODUCTS AND MOBEE SUPPLIES	880.320 · Misc Marketing Sup...	-90.42	90.42
Bill	1ML9-6VVLN-6G...	11/07/2025		BOOKS - THE DAUGHTER	982.720 · Adult Print General	-16.70	16.70
Bill	1MXM-T8YT-CH...	11/13/2025		TRUNK OR TREAT SUPPLIES	884.126 · General Adult Progr...	-31.99	31.99
Bill	1G3K-H9J4-84D4	11/13/2025		BLACK CAT STUFFIE	884.222 · General Youth Progr...	-32.94	32.94
Bill	1GFN-PCMK-DD...	11/13/2025		MAKER CHELSEA	884.126 · General Adult Progr...	-96.63	96.63
Bill	1XTL-G71H-HTVC	11/13/2025		MAKER CHELSEA	884.222 · General Youth Progr...	-27.98	27.98
Bill	17GK-WKCC-Q61...	11/13/2025		STUDY ROOM ITEMS	884.126 · General Adult Progr...	-24.99	24.99
Bill	1GDH-DMX7-6R...	11/13/2025		LIGHTPOLE SUPPLIES	884.126 · General Adult Progr...	-208.77	208.77
Bill	1FQY-LPNV-DD...	11/13/2025		BREAKNECK - CHINA'S QUEST TO ENGINE...	962.720 · Adult Print General	-17.59	17.59

Chelsea District Library
Monthly Check Register
November 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
TOTAL						-638.00	638.00
Bill Pmt -Ch...	29921	11/12/2025	Association Maintenance C...		001.001 · CSB/Operations Ch...		-1,670.00
Bill	13331	11/13/2025		SEPT MOWS	803.611 · Lawn Service	-520.00	520.00
Bill	13437	11/13/2025		OCT MOWS	803.611 · Lawn Service	-520.00	520.00
Bill	13472	11/13/2025		FALL CLEANUP (PARTIAL) CLOSE FOR WINTER	803.611 · Lawn Service 803.613 · Sprinkler	-520.00 -110.00	520.00 110.00
TOTAL						-1,670.00	1,670.00
Bill Pmt -Ch...	29922	11/12/2025	Ballard, Kerry	BOOKKEEPING TO 11/14/25	001.001 · CSB/Operations Ch...		-807.69
Bill	251114	11/11/2025		BOOKKEEPING TO 11/14/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29923	11/12/2025	Blue Care Network of Michi...	2025 - GROUP 00277068 SUBGROUP 0002 ...	001.001 · CSB/Operations Ch...		-4,910.17
Bill	253120057785	11/13/2025		DEC 12/01 - 31/2025 - MED INS	710.200 · Per Svcs-Fringe Fle...	-4,910.17	4,910.17
TOTAL						-4,910.17	4,910.17
Bill Pmt -Ch...	29924	11/12/2025	BOOK FARM LLC	ERG15251-1 - FINAL INVOICE	001.001 · CSB/Operations Ch...		-62.28
Bill	ERG15251-1	11/13/2025		Youth Print General	982.760 · Youth Print General	-62.28	62.28
TOTAL						-62.28	62.28
Bill Pmt -Ch...	29925	11/12/2025	CASTEELS, DEMETRIUS	WEEDING 9/20 - 9/27/25	001.001 · CSB/Operations Ch...		-212.50
Bill	25-2383-LB	11/13/2025		WEEDING	803.611 · Lawn Service	-212.50	212.50
TOTAL						-212.50	212.50
Bill Pmt -Ch...	29926	11/12/2025	Chelsea Paint & Carpentry L...	MCKUNE SIDE PORCHES REPAIR/PAINT - ...	001.001 · CSB/Operations Ch...		-785.00
Bill	537-1	11/13/2025		MCKUNE SOUTH SIDE PORCH PAINT	803.010 · Maint Svc Contingen...	-785.00	785.00
TOTAL						-785.00	785.00
Bill Pmt -Ch...	29927	11/12/2025	Chelsea Update	2025 - SONGFEST - BANNER ADVERTISING	001.001 · CSB/Operations Ch...		-160.00
Bill	20251106	11/10/2025		2025 - SONGFEST BANNER ADVERTISING	880.435 · CDL Songfest	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -Ch...	29928	11/12/2025	Cintas Corporation-300	4248427285 ACCT# 14203324	001.001 · CSB/Operations Ch...		-166.37
Bill	4248427285	11/13/2025		RUGS CLEANING SUPPLIES/SOAP	729.300 · Supplies-Cleaning R... 729.200 · Supplies-Cleaning S...	-143.79 -22.58	143.79 22.58
TOTAL						-166.37	166.37
Bill Pmt -Ch...	29929	11/12/2025	Cintas Fire Protection		001.001 · CSB/Operations Ch...		-933.04
Bill	0D26100850	11/13/2025		ANNUAL INSPECTION	803.700 · Fire Supression Insp...	-660.00	660.00
Bill	0D26602258	11/13/2025		REPLACED GUAGES ON SPRINKLER SYST...	803.010 · Maint Svc Contingen...	-273.04	273.04
TOTAL						-933.04	933.04
Bill Pmt -Ch...	29930	11/12/2025	City of Chelsea		001.001 · CSB/Operations Ch...		-250.00
Bill	22259	11/13/2025		OCT TRASH	803.620 · Trash	-40.00	40.00
Bill	22248	11/13/2025		BASEMENT CLEANUP	803.010 · Maint Svc Contingen...	-210.00	210.00
TOTAL						-250.00	250.00
Bill Pmt -Ch...	29931	11/12/2025	City of Chelsea-Elect & Water	OCT - 09/30 - 10/31/2025 - UTILITIES: ELEC...	001.001 · CSB/Operations Ch...		-5,350.04
Bill	20251106	11/13/2025		2025 -WATER - OCT - 09/30 - 10/31/2025 2025 - SEWER - OCT - 09/30 - 10/31/2025 2025 - ELECTRICITY OCT - 09/30 - 10/31/2025 2025 - MoBee/GARAGE - OCT - 09/30 - 10/31... 2025 - SPRINKLER - OCT - 09/30 - 10/31/2025	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Elec... 920.131 · MoBee - Garage ele... 920.150 · City of Chelsea Sprl...	-85.43 -167.44 -4,729.14 -44.32 -323.71	85.43 167.44 4,729.14 44.32 323.71
TOTAL						-5,350.04	5,350.04
Bill Pmt -Ch...	29932	11/12/2025	COMFORT, STACEY	REIMBURSEMENT - WELLNESS PROGRAM	001.001 · CSB/Operations Ch...		-25.00
Bill	25-2390-LB	11/13/2025		REIMBURSEMENT - WELLNESS PROGRAM...	969.620 · Staff In-Service & Ap...	-25.00	25.00

Chelsea District Library
Monthly Check Register
November 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
TOTAL						-25.00	25.00
Bill Pmt -Ch...	29933	11/12/2025	Coryell, Lori		001.001 · CSB/Operations Ch...		-178.71
Bill	25-1054A-LC	11/11/2025		SONG FEST SUPPLIES	884.411 · Songfest	-64.39	64.39
Bill	25-1054B-LC	11/11/2025		OPERA PROJECT SUPPLIES	884.413 · The Opera Project	-61.12	61.12
Bill	251106	11/11/2025		ARTIST PICK UP AT DTW	884.411 · Songfest	-53.20	53.20
TOTAL						-178.71	178.71
Bill Pmt -Ch...	29934	11/12/2025	Crimson Multimedia Dist. Inc.	25121	001.001 · CSB/Operations Ch...		-748.23
Bill	025121	11/11/2025		VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-748.23	748.23
TOTAL						-748.23	748.23
Bill Pmt -Ch...	29935	11/12/2025	EBSCO Publishing	1761278	001.001 · CSB/Operations Ch...		-6,642.84
Bill	1761279	11/13/2025		REFERENCE TITLES	982.610 · Annual Reference	-66.78	66.78
				NEWSPAPERS	982.620 · Daily Newspapers	-2,705.10	2,705.10
				MAGAZINES	982.630 · Magazines	-2,856.87	2,856.87
				PROFESSIONAL TITLES	982.750 · Professional Collecti...	-1,014.09	1,014.09
TOTAL						-6,642.84	6,642.84
Bill Pmt -Ch...	29936	11/12/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-1,341.43
Bill	91080336	11/13/2025		· Adult Enhancement	982.810 · Adult Enhancement	-166.54	166.54
Bill	91080338	11/13/2025		· Adult Print General	982.720 · Adult Print General	-51.76	51.76
Bill	91080337	11/13/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-24.80	24.80
Bill	91125762	11/13/2025		· Adult Print General	982.720 · Adult Print General	-22.98	22.98
Bill	91125763	11/13/2025		· Adult Large Print	982.710 · Adult Large Print	-28.43	28.43
Bill	91125761	11/13/2025		· Adult Print General	982.720 · Adult Print General	-15.13	15.13
Bill	91125766	11/13/2025		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	91125765	11/13/2025		· Adult Print General	982.720 · Adult Print General	-20.36	20.36
Bill	91125764	11/13/2025		· Adult Print General	982.720 · Adult Print General	-28.38	28.38
Bill	91161351	11/13/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.84	19.84
Bill	91161352	11/13/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-15.12	15.12
Bill	91161353	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	91197496	11/13/2025		· Adult Print General	982.720 · Adult Print General	-13.79	13.79
Bill	91197497	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	91228844	11/13/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.08	21.08
Bill	91265329	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	97265331	11/13/2025		· Adult Print General	982.720 · Adult Print General	-134.13	134.13
Bill	91265334	11/13/2025		· Adult Large Print	982.710 · Adult Large Print	-75.60	75.60
Bill	91265330	11/13/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	91265335	11/13/2025		· Adult Print General	982.720 · Adult Print General	-16.31	16.31
Bill	91265332	11/13/2025		· Adult Large Print	982.710 · Adult Large Print	-39.18	39.18
Bill	91265333	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.06	17.06
Bill	91265338	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	91265339	11/13/2025		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	91265336	11/13/2025		· Adult Print General	982.720 · Adult Print General	-20.87	20.87
Bill	91265337	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	91273797	11/13/2025		· Adult Print General	982.720 · Adult Print General	-19.48	19.48
Bill	91293339	11/13/2025		· Adult Print General	982.720 · Adult Print General	-154.36	154.36
Bill	91293337	11/13/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-72.61	72.61
Bill	91293338	11/13/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-20.52	20.52
Bill	91293340	11/13/2025		· Adult Large Print	982.710 · Adult Large Print	-38.55	38.55
Bill	91293343	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	91293342	11/13/2025		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	91375471	11/13/2025		· Adult Print General	982.720 · Adult Print General	-23.23	23.23
Bill	91375474	11/13/2025		· Adult Print General	982.720 · Adult Print General	-17.27	17.27
Bill	91375473	11/13/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.47	23.47
Bill	91375472	11/13/2025		· Adult Print General	982.720 · Adult Print General	-34.07	34.07
Bill	91468058	11/13/2025		· Adult Print General	982.720 · Adult Print General	-23.23	23.23
Bill	91468059	11/13/2025		· Adult Print General	982.720 · Adult Print General	-15.44	15.44
TOTAL						-1,341.43	1,341.43
Bill Pmt -Ch...	29937	11/12/2025	KANOPY INC	KANOPY BORROWS - OCT 2025	001.001 · CSB/Operations Ch...		-360.04
Bill	475045-PPU	11/13/2025		2025 - KANOPY VIDEO PLAYS - OCT	982.410 · Electronic Products/...	-360.04	360.04
TOTAL						-360.04	360.04
Bill Pmt -Ch...	29938	11/12/2025	KeyBank	A/C Endng3195 10/10 - 11/09/25 DU...	001.001 · CSB/Operations Ch...		-6,517.42
Bill	12062025	11/12/2025		PANERA - MEALS, AFTER RECYCLE TRIP	803.010 · Maint Svc Contingen...	-46.31	46.31
				RECYCLE ANN ARBOR - E-WASTE, RECYC...	803.010 · Maint Svc Contingen...	-584.00	584.00
				CHELSEA WELLNESS - OCT HEALTH STIP...	989.620 · Staff In-Service & Ap...	-200.00	200.00
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 · Equipment Software	-170.00	170.00
				THE MASALA REPUBLIC - MEALS, ABOS C...	969.143 · Other Staff Travel	-64.81	64.81
				PICKLES DELI - MEALS, ABOS CONF	969.143 · Other Staff Travel	-17.35	17.35
				BVP-FAN DUEL - MEALS, ABOS CONF	969.143 · Other Staff Travel	-39.48	39.48
				QWIK PARK - TRAVEL PARKING	969.143 · Other Staff Travel	-45.00	45.00
				HILTON - ABOS CONF, MAYES	969.143 · Other Staff Travel	-638.67	638.67

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
			HILTON - ABOS CONF, KRUEGER		969.143 · Other Staff Travel	-638.67	638.67
			PIZZA STUDIO - MEALS, ABOS CONF		969.143 · Other Staff Travel	-11.29	11.29
			META, FB - CDL SONG FEST ADS		880.110 · Media Buy	-33.00	33.00
			INK FRENZY - LARGE CDL LOGO SHIRT		860.320 · Misc Marketing Sup...	-23.32	23.32
			STICKER MULE - CDL STICKERS		880.431 · General Library Pro...	-29.00	29.00
			META, FB - CDL SONG FEST ADS		880.120 · Misc Advertising	-9.85	9.85
			ZOU ZOU'S - GIFT CARDS		880.311 · Exhibits	-26.00	26.00
			4ALLPROMOS - PROMO PENS		880.441 · General Service/Res...	-310.59	310.59
			GREAT LAKES ACE - MOBEE AND MARKE...		880.320 · Misc Marketing Sup...	-158.93	158.93
			GREAT LAKES ACE - DONATION BINS		880.320 · Misc Marketing Sup...	-63.58	63.58
			POLLYS - YOUTH PROGRAM SNACKS , WR...		884.222 · General Youth Progr...	-34.96	34.96
			DOLLAR TREE - GLASS VASES		884.126 · General Adult Progr...	-67.57	67.57
			MICHAEL'S - HEAT TRANSFER VINYL		884.602 · Technology Program...	-157.33	157.33
			POLLYS - PROGRAM CHOC		884.272 · Teen General Progr...	-48.70	48.70
			POLLYS - YOUTH PROGRAM SNACKS , WR...		884.222 · General Youth Progr...	-54.51	54.51
			BERGER TRANSFER & STORAGE - EXHIBI...		884.801 · Exhibits	-1,850.00	1,850.00
			SP LOCKPICK - SPY CLUB, 11/05		884.222 · General Youth Progr...	-36.07	36.07
			PYN, ELEGOO US - PRINTING RESIN		884.602 · Technology Program...	-97.94	97.94
			COTTAGE INN - TEEN REFRESHMENTS		884.276 · Teen Event Supplies	-50.56	50.56
			USPS - PLAYAWAY		962.465 · Playaway Views	-35.25	35.25
			MIKE'S DELI - WORK ANNIV, A ZORAN		969.940 · Staff Apprec - Restri...	-25.00	25.00
			CLEARY'S - WORK ANNIV, A HERRON		969.940 · Staff Apprec - Restri...	-25.00	25.00
			MCCALLA'S - TRUNK OR TREAT SUPPLIES		960.200 · Director Expense	-34.98	34.98
			LOS TRES AMIGOS - MTG, SUCCESSION P...		969.620 · Staff In-Service & Ap...	-38.24	38.24
			PANERA - ALL STAFF MTG, SALARY REPO...		969.620 · Staff In-Service & Ap...	-261.45	261.45
			AGRICOLE - WORK ANNIV, L BALLARD, C S...		969.940 · Staff Apprec - Restri...	-50.00	50.00
			SMOKEHOUSE - WORK ANNIV, MARISSA S...		969.940 · Staff Apprec - Restri...	-25.00	25.00
			CLEARY'S - YEAR REVIEW CONV, L CORY...		969.620 · Staff In-Service & Ap...	-45.07	45.07
			BUSCH'S - STAFF APPRECIATION SUPPLIES		969.620 · Staff In-Service & Ap...	-35.95	35.95
			CLEARY'S - OPERA PROJECT SUPPLIES		884.413 · The Opera Project	-138.42	138.42
			ZINGERMAN'S - SONG FEST STRATEGY S...		884.411 · Songfest	-253.13	253.13
			ZOOM - VIDEO CONF SOFTWARE, 10/24 - 1...		967.200 · Equipment Software	-39.50	39.50
			PYN, ELEGOO US (HK BASED) FOREIGN T...		884.602 · Technology Program...	-2.94	2.94
TOTAL						-6,517.42	6,517.42
Bill Pmt -Ch...	29939	11/12/2025	KNIGHT TECHNOLOGY GR...	2025 - NOV - DATTO CLOUD BACKUP - DI...	001.001 · CSB/Operations Ch...		-1,100.00
Bill	27457	11/07/2025		NOV - DATTO CLOUD BACKUP - DISASTER...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Ch...	29940	11/12/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-1,140.51
Bill	507851669	11/07/2025		OCT - FEATURE ADULT DVD\$	982.460 · DVD Feature	-279.63	279.63
Bill	507885350	11/07/2025		OCT - FEATURE ADULT DVD\$	982.470 · DVD Non-Fiction	-7.49	7.49
Bill	507885354	11/07/2025		SEP - FEATURE ADULT	982.460 · DVD Feature	-26.24	26.24
Bill	507921109	11/07/2025		SEP - FEATURE ADULT	982.460 · DVD Feature	-81.72	81.72
Bill	507921611	11/07/2025		OCT - FEATURE ADULT DVD\$	982.460 · DVD Feature	-33.73	33.73
Bill	507951828	11/13/2025		AUG/NOV CD\$	982.420 · Music on CD	-44.96	44.96
Bill	507955110	11/13/2025		OCT/NOV BOC\$	982.120 · Adult Books on Disc	-99.97	99.97
Bill	507955111	11/13/2025		SEP FEATURE ADULT	982.470 · DVD Non-Fiction	-14.99	14.99
Bill	507955112	11/13/2025		OCT FEATURE ADULT DVD\$	982.460 · DVD Feature	-22.49	22.49
Bill	507955113	11/13/2025		NOV FEATURE DVD\$	982.460 · DVD Feature	-17.99	17.99
Bill	507981224	11/13/2025		AUG/NOV CD\$	982.420 · Music on CD	-44.96	44.96
Bill	507981226	11/13/2025		NOV NF DVD\$	982.470 · DVD Non-Fiction	-46.47	46.47
Bill	507981227	11/13/2025		NOV FEATURE DVD\$	982.470 · DVD Non-Fiction	-181.42	181.42
Bill	507981228	11/13/2025		OCT/NOV BOC\$	982.120 · Adult Books on Disc	-146.97	146.97
Bill	507981229	11/13/2025		OCT FEATURE ADULT DVD\$	982.460 · DVD Feature	-91.48	91.48
TOTAL						-1,140.51	1,140.51
Bill Pmt -Ch...	29941	11/12/2025	Midwest Tape - Hoopla	507968501 CUST # 2000016156	001.001 · CSB/Operations Ch...		-3,616.74
Bill	507968501	11/13/2025		OCT HOOPLA BORROWS	982.410 · Electronic Products/...	-3,616.74	3,616.74
TOTAL						-3,616.74	3,616.74
Bill Pmt -Ch...	29942	11/12/2025	Montage, Jeremy	VOLUNTEER PLAQUE	001.001 · CSB/Operations Ch...		-30.00
Bill	0802012859	11/13/2025		VOLUNTEER PLAQUE	885.100 · Programs	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Ch...	29943	11/12/2025	RAHMBERG STOVER AND ...	5169 - OCT - PROF SERVICES FOR SALAR...	001.001 · CSB/Operations Ch...		-1,240.00
Bill	5169	11/07/2025		5169 - OCT - PROF SERVICES FOR SALAR...	801.079 · Library Strategic Plan	-1,240.00	1,240.00
TOTAL						-1,240.00	1,240.00
Bill Pmt -Ch...	29944	11/12/2025	Schindler Elevator Corp	4626228115	001.001 · CSB/Operations Ch...		-263.01
Bill	4626228115	11/13/2025		ELEVATOR DOORS STUCK OPEN IN BASE...	803.010 · Maint Svc Contingen...	-263.01	263.01
TOTAL						-263.01	263.01

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill Pmt -Ch...	29945	11/12/2025	Unlque Management Servic...	2025 - 6146290 CLIENT # 1954 - 2025 - COL...	001.001 · CSB/Operations Ch...		-53.70
Bill	6146290	11/11/2025		2025 OCT - COLLECTION FEES (PLACEME...	801.090 · Collection Fees	-53.70	53.70
TOTAL						-53.70	53.70
Bill Pmt -Ch...	29946	11/12/2025	VALUE LINE PUBLISHING L...	2026 -RENEWAL ACCT # 39815 - VALUE LI...	001.001 · CSB/Operations Ch...		-1,995.00
Bill	255M-39815	11/13/2025		PREPAY - 2026 - ON-LINE VALUE LINE 2025...	982.610 · Annual Reference	-1,995.00	1,995.00
TOTAL						-1,995.00	1,995.00
Bill Pmt -Ch...	29947	11/12/2025	Verizon Wireless	INV 6127144787 - ACCT 442098695-00001 ...	001.001 · CSB/Operations Ch...		-675.46
Bill	6127144787	11/13/2025		HOT SPOTS - 09/29 - 10/28/25 (10/29 - 11/2... IT CELL PHONE - 09/29 - 10/28/25 (10/29 - 1... MOBEE WIFI + HOTSPOT 09/29 - 10/28/25 (...	850.311 · WiFi Hotspots 850.121 · IT Cell Phone 850.310 · Internet	-544.18 -51.06 -80.22	544.18 51.06 80.22
TOTAL						-675.46	675.46
Bill Pmt -Ch...	29948	11/25/2025	Amazon Capital Services Inc		001.001 · CSB/Operations Ch...		-1,307.96
Bill	1DYT-XM3Y-DML7	11/14/2025		EXTENDED WARRANTY FOR STAIR CLIMBL...	967.330 · Equipment - non-Co...	-131.99	131.99
Bill	1RC3-KYGL-4MGX	11/14/2025		· Teen General Programs · Technology Programs - Supplies	884.272 · Teen General Progr... 884.602 · Technology Program...	-114.38 -213.24	118.71 221.31
Bill	1J4N-R61R-D11R	11/14/2025		· General Youth Programs · General Youth Programs	884.222 · General Youth Progr... 884.222 · General Youth Progr...	-64.31 -90.93	66.74 90.93
Bill	1XJK-QRDJ-LHPK	11/18/2025		· Technology Programs - Supplies	884.602 · Technology Program...	-24.69	24.69
Bill	1G6D-5PVG-71QD	11/24/2025		MOUSE CABLE ADAPTERS MAKERSPACE SUPPLIES	967.120 · Computers 884.601 · Technology Program...	-181.40 -200.00	181.40 200.00
Bill	1MCY-MYVF-7J...	11/24/2025		MAKERSPACE SUPPLIES JUMBO ROLL BATH TISSUE	884.602 · Technology Program... 729.100 · Supplies-Cleaning-P...	-77.94 -23.48	77.94 23.48
Bill	1DWT-WT4P-J3DV	11/25/2025		KN95 MASKS TRASH BAGS TEEN ROOM TV - MOUNT, REMOTE, SUPP...	727.100 · Supplies - General ... 729.200 · Supplies-Cleaning S... 967.120 · Computers	-33.16 -78.14 -74.30	33.16 78.14 74.30
TOTAL						-1,307.96	1,322.79
Bill Pmt -Ch...	29949	11/25/2025	5 Healthy Towns Foundation	AD - FALL 2025	001.001 · CSB/Operations Ch...		-400.00
Bill	1236	11/26/2025		AD - FALL 2025 (was entered 08/08, ck # 29...	880.110 · Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Ch...	29950	11/25/2025	A Production Cleaning Com...		001.001 · CSB/Operations Ch...		-3,150.00
Bill	16580	11/24/2025		CLEANING 11/09 - 11/22/2025	803.605 · Janitorial	-1,750.00	1,750.00
Bill	16592	11/25/2025		16592 - CARPET CLEANING 11/22/25	803.605 · Janitorial	-1,400.00	1,400.00
TOTAL						-3,150.00	3,150.00
Bill Pmt -Ch...	29951	11/25/2025	A T & T Moblilty	ACCT 287286231198X - INV 11142025 - ISS...	001.001 · CSB/Operations Ch...		-216.40
Bill	11142025	11/18/2025		2025 - PUBLIC WIFI HOT SPOTS 11/07 - 12/...	850.311 · WiFi Hotspots	-216.40	216.40
TOTAL						-216.40	216.40
Bill Pmt -Ch...	29952	11/25/2025	ABSOPURE	ACCT 9423998 - INV 89930807	001.001 · CSB/Operations Ch...		-67.89
Bill	89930807	11/24/2025		BOTTLED WATER COOLER RENTAL	727.100 · Supplies - General ...	-67.89	67.89
TOTAL						-67.89	67.89
Bill Pmt -Ch...	29953	11/25/2025	Alerus Financial	2025 - Entity code nos. 400298 / 110320 - p...	001.001 · CSB/Operations Ch...		-7,154.31
Bill	251109	11/24/2025		11/09/25 - 11/22/25 - PAID 11/28/25 - PR ER ... 11/09/25 - 11/22/25 - PAID 11/28/25 - PR EE ... 11/09/25 - 11/22/25 - PAID 11/28/25 - PR FLE...	231.002 · Payroll Lia/401A Mtc... 702.300 · Per Svcs - Retmnt - ... 710.500 · Per Svcs - Fringe B ...	-1,779.34 -4,336.77 -1,038.20	1,779.34 4,336.77 1,038.20
TOTAL						-7,154.31	7,154.31
Bill Pmt -Ch...	29954	11/25/2025	AMERICAN UNITED LIFE IN...	GROUP: G 00623836-0000-000 - DEC 12/01/...	001.001 · CSB/Operations Ch...		-886.47
Bill	20251118	11/24/2025		DEC 12/01/2025 - 12/31/2025	710.200 · Per Svcs-Fringe Fle...	-886.47	886.47
TOTAL						-886.47	886.47
Bill Pmt -Ch...	29955	11/25/2025	Association Maintenance C...	14000	001.001 · CSB/Operations Ch...		-1,527.50
Bill	14000	11/24/2025		FALL CLEANUP	803.611 · Lawn Service	-1,527.50	1,527.50
TOTAL						-1,527.50	1,527.50

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill Pmt -Ch...	29956	11/25/2025	Baker & Taylor - Auto Yours...	2039287494	001.001 · CSB/Operations Ch...		-15.99
Bill	2039287494	11/24/2025		· Youth Print General	982.760 · Youth Print General	-15.99	15.99
TOTAL						-15.99	15.99
Bill Pmt -Ch...	29957	11/25/2025	Baker & Taylor - Juvenile	2039269942	001.001 · CSB/Operations Ch...		-348.08
Bill	2039269942	11/24/2025		· Youth Print General	982.760 · Youth Print General	-348.08	348.08
TOTAL						-348.08	348.08
Bill Pmt -Ch...	29958	11/25/2025	Baillard, Kerry	BOOKKEEPING TO 11/28/25	001.001 · CSB/Operations Ch...		-807.69
Bill	251128	11/24/2025		BOOKKEEPING TO 11/28/25	801.040 · Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Ch...	29959	11/25/2025	BOOK FARM LLC		001.001 · CSB/Operations Ch...		-555.92
Bill	ERG15428	11/24/2025		· Youth Print General	982.760 · Youth Print General	-322.22	322.22
Bill	ERG15428B	11/24/2025		· Youth Print General	982.760 · Youth Print General	-233.70	233.70
TOTAL						-555.92	555.92
Bill Pmt -Ch...	29960	11/25/2025	CHELSEA SCHOOL DISTRL...	FUEL - 07/01 - 07/31/25	001.001 · CSB/Operations Ch...		-62.91
Bill	25-6209	11/18/2025		2025 - AUG BILLING - JULY DIESEL - 23.04 ...	758.100 · MOBILE CDL - FUEL	-62.91	62.91
TOTAL						-62.91	62.91
Bill Pmt -Ch...	29961	11/25/2025	Clintas Fire Protection	INV 0D266100982 - ACCT 13211	001.001 · CSB/Operations Ch...		-738.04
Bill	0D26100982	11/24/2025		FIRE ALARM INSPECTION	803.750 · Fire Alarm Inspection	-738.04	738.04
TOTAL						-738.04	738.04
Bill Pmt -Ch...	29962	11/25/2025	Citizens Insurance Co	WORKERS COMPENSATION POLICY - CUS...	001.001 · CSB/Operations Ch...		-2,179.00
Bill	WH A509527	11/24/2025		12/18/2025 - 12/18/2026 WORKERS COMPE...	710.400 · Per Svcs-Fringe-W ...	-2,179.00	2,179.00
TOTAL						-2,179.00	2,179.00
Bill Pmt -Ch...	29963	11/25/2025	Constellation NewEnergy-G...	2025 - INV 4450249 - ACCT BG-303066 - O...	001.001 · CSB/Operations Ch...		-514.37
Bill	4450249	11/24/2025		OCT - 09/20 - 10/20/25	920.200 · McKune Gas	-514.37	514.37
TOTAL						-514.37	514.37
Bill Pmt -Ch...	29964	11/25/2025	Costco Anywhere Visa		001.001 · CSB/Operations Ch...		-99.50
Bill	25-2240-LB	11/24/2025		AA BATTERIES	727.100 · Supplies - General ...	-18.43	18.43
				HARD ROLL PAPER TOWELS	729.100 · Supplies-Cleaning-P...	-69.99	69.99
Bill	25-2399-LB	11/24/2025		SPARKLING WATER	885.100 · Programs	-18.39	18.39
				LATE PAYMENT FROM LAST MONTH	802.400 · Admin-Fees Credit ...	-2.69	2.69
TOTAL						-99.50	99.50
Bill Pmt -Ch...	29965	11/25/2025	Demco Inc.	2025 - INV 7729975	001.001 · CSB/Operations Ch...		-23.44
Bill	7729975	11/24/2025		BOARD MEMBER SIGN	727.100 · Supplies - General ...	-23.44	23.44
TOTAL						-23.44	23.44
Bill Pmt -Ch...	29966	11/25/2025	Dollar Bill Printing		001.001 · CSB/Operations Ch...		-583.92
Bill	DB-107086-INV	11/19/2025		BUSINESS CARDS, LEFFLER, HERRON, SA...	860.340 · Printed Items / Statio...	-145.24	145.24
Bill	DB-107019-INV	11/19/2025		FOY/VOY BOOKMARKS AND POSTERS	860.431 · General Library Pro...	-148.00	148.00
Bill	DN-107085-INV	11/24/2025		STAFF/BOARD NAMETAGS	860.340 · Printed Items / Statio...	-66.00	66.00
Bill	DB-107173-INV	11/24/2025		TEEN SUPPLY DRIVE POSTERS	860.431 · General Library Pro...	-224.68	224.68
TOTAL						-583.92	583.92
Bill Pmt -Ch...	29967	11/25/2025	DRONEN, ERIN	39216008409440 - REFUND - BOOK DESIG...	001.001 · CSB/Operations Ch...		-26.00
Bill	25-5029-AZ	11/24/2025		REFUND	982.720 · Adult Print General	-26.00	26.00
TOTAL						-26.00	26.00
Bill Pmt -Ch...	29968	11/25/2025	FOUNTAIN, MOIRA	9216008415553 - REFUND - QUALIFIED PE...	001.001 · CSB/Operations Ch...		-7.99

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	25-5027-AZ	11/24/2025		REFUND	982.720 · Adult Print General	-7.99	7.99
TOTAL						-7.99	7.99
Bill Pmt -Ch...	29969	11/25/2025	Great Lakes Ace Hardware	INV 18937/154 - ACCT 200379	001.001 · CSB/Operations Ch...		-36.04
Bill	25-3747-MJ	11/24/2025		NOVEMBER PROGRAMMING SUPPLIES	884.602 · Technology Program...	-36.04	36.04
TOTAL						-36.04	36.04
Bill Pmt -Ch...	29970	11/25/2025	HINES, JENNA	39216008047075 - (WAS ON THEODORE HI...	001.001 · CSB/Operations Ch...		-9.99
Bill	25-5028-AZ	11/24/2025		REFUND	982.760 · Youth Print General	-9.99	9.99
TOTAL						-9.99	9.99
Bill Pmt -Ch...	29971	11/25/2025	Ingram Library Services		001.001 · CSB/Operations Ch...		-3,308.94
Bill	90646333	11/25/2025		· Youth Print General	982.760 · Youth Print General	-25.56	25.56
Bill	90829719	11/27/2025		· Youth Print General	982.760 · Youth Print General	-10.05	10.05
Bill	90829720	11/27/2025		· Youth Print General	982.760 · Youth Print General	-32.84	32.84
Bill	90907258	11/27/2025		· Youth Print General	982.760 · Youth Print General	-434.75	434.75
Bill	90924838	11/27/2025		· Summer Reading	884.229 · Summer Reading	-11.99	11.99
Bill	91197483	11/27/2025		· Youth Print General	982.760 · Youth Print General	-255.63	255.63
Bill	91197491	11/27/2025		· Youth Print General	982.760 · Youth Print General	-30.14	30.14
Bill	91293341	11/27/2025		· Youth Print General	982.760 · Youth Print General	-427.60	427.60
Bill	91468047	11/27/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.20	16.20
Bill	91468046	11/27/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.20	16.20
Bill	91468053	11/27/2025		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	91468055	11/27/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	91468048	11/27/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-20.53	20.53
Bill	91468051	11/27/2025		· Adult Print General	982.720 · Adult Print General	-52.19	52.19
Bill	91468057	11/27/2025		· Adult Print General	982.720 · Adult Print General	-32.93	32.93
Bill	91468054	11/27/2025		· Adult Ref.	982.730 · Adult Ref.	-22.23	22.23
Bill	91468050	11/27/2025		· Adult Print General	982.720 · Adult Print General	-17.03	17.03
Bill	91468049	11/27/2025		· Adult Print General	982.720 · Adult Print General	-13.37	13.37
Bill	91468052	11/27/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	91468056	11/27/2025		· Youth Print General	982.760 · Youth Print General	-31.82	31.82
Bill	91548025	11/27/2025		· Adult Print General	982.720 · Adult Print General	-31.40	31.40
Bill	91548023	11/27/2025		· Adult Print General	982.720 · Adult Print General	-34.33	34.33
Bill	91548028	11/27/2025		· Adult Print General	982.720 · Adult Print General	-10.80	10.80
Bill	91548026	11/27/2025		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	91548024	11/27/2025		· Adult Print General	982.720 · Adult Print General	-12.17	12.17
Bill	91548030	11/27/2025		· Adult Print General	982.720 · Adult Print General	-17.81	17.81
Bill	91548022	11/27/2025		· Adult Print General	982.720 · Adult Print General	-12.42	12.42
Bill	91548029	11/27/2025		· Youth Print General	982.760 · Youth Print General	-49.90	49.90
Bill	91548027	11/27/2025		· Youth Print General	982.760 · Youth Print General	-14.05	14.05
Bill	91563660	11/27/2025		· Adult Print General	982.720 · Adult Print General	-12.92	12.92
Bill	91563666	11/27/2025		· Adult Print General	982.720 · Adult Print General	-29.03	29.03
Bill	91563659	11/27/2025		· Adult Print General	982.720 · Adult Print General	-41.33	41.33
Bill	91563663	11/27/2025		· Adult Print General	982.720 · Adult Print General	-62.50	62.50
Bill	91563664	11/27/2025		· Adult Print General	982.720 · Adult Print General	-18.22	18.22
Bill	91563665	11/27/2025		· Adult Print General	982.720 · Adult Print General	-11.01	11.01
Bill	91563661	11/27/2025		· Youth Print General	982.760 · Youth Print General	-45.04	45.04
Bill	91563662	11/27/2025		· Youth Print General	982.760 · Youth Print General	-13.43	13.43
Bill	91563668	11/27/2025		· Adult Print General	982.720 · Adult Print General	-30.83	30.83
Bill	91563667	11/27/2025		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	91610142	11/27/2025		· Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	91642714	11/27/2025		· Adult Print General	982.720 · Adult Print General	-15.93	15.93
Bill	91642712	11/27/2025		· Adult Print General	982.720 · Adult Print General	-71.39	71.39
Bill	91642715	11/27/2025		· Adult Print General	982.720 · Adult Print General	-15.99	15.99
Bill	91642713	11/27/2025		· Adult Print General	982.720 · Adult Print General	-88.58	88.58
Bill	91642709	11/27/2025		· Adult Print General	982.720 · Adult Print General	-22.69	22.69
Bill	91642710	11/27/2025		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	91642711	11/27/2025		· Youth Print General	982.760 · Youth Print General	-16.03	16.03
Bill	91679364	11/27/2025		· Youth Print General	982.760 · Youth Print General	-34.44	34.44
Bill	91679362	11/27/2025		· Youth Print General	982.760 · Youth Print General	-20.36	20.36
Bill	91679360	11/27/2025		· Youth Print General	982.760 · Youth Print General	-11.99	11.99
Bill	91679366	11/27/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.17	16.17
Bill	91679367	11/27/2025		· Multiple Book Copies	982.710 · Adult Large Print	-103.82	103.82
Bill	91679368	11/27/2025		· Adult Print General	982.720 · Adult Print General	-28.96	28.96
Bill	91679356	11/27/2025		· Adult Print General	982.720 · Adult Print General	-35.24	35.24
Bill	91679361	11/27/2025		· Adult Print General	982.720 · Adult Print General	-48.24	48.24
Bill	91679355	11/27/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.57	17.57
Bill	91679357	11/27/2025		· Adult Print General	982.720 · Adult Print General	-35.15	35.15
Bill	91679359	11/27/2025		· Adult Print General	982.720 · Adult Print General	-31.92	31.92
Bill	91679363	11/27/2025		· Adult Print General	982.720 · Adult Print General	-19.13	19.13
Bill	91679358	11/27/2025		· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	91679365	11/27/2025		· Adult Ref.	982.730 · Adult Ref.	-38.06	38.06
Bill	91679369	11/27/2025		· Adult Print General	982.720 · Adult Print General	-16.60	16.60
Bill	91679370	11/27/2025		· Adult Print General	982.720 · Adult Print General	-25.88	25.88
Bill	91750853	11/27/2025		· Adult Print General	982.720 · Adult Print General	-57.05	57.05
Bill	91750850	11/27/2025		· Adult Print General	982.720 · Adult Print General	-14.42	14.42
Bill	91750852	11/27/2025		· Adult Print General	982.720 · Adult Print General	-32.00	32.00
Bill	91750854	11/27/2025		· Multiple Book Copies	982.740 · Multiple Book Copies	-127.16	127.16
Bill	91750855	11/27/2025		· Adult Print General	982.720 · Adult Print General	-17.61	17.61
Bill	91750851	11/27/2025		· Adult Print General	982.720 · Adult Print General	-18.91	18.91
Bill	91750857	11/27/2025		· Adult Print General	982.720 · Adult Print General	-43.56	43.56
Bill	91750858	11/27/2025		· Adult Print General	982.720 · Adult Print General	-15.45	15.45

Chelsea District Library
Monthly Check Register

November 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	91750856	11/27/2025		· Adult Print General	982.720 · Adult Print General	-65.95	65.95
Bill	91717286	11/27/2025		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	91750849	11/27/2025		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.08	21.08
Bill	91762663	11/27/2025		· Adult Print General	982.720 · Adult Print General	-44.03	44.03
Bill	91762660	11/27/2025		· Adult Print General	982.720 · Adult Print General	-11.69	11.69
Bill	91762662	11/27/2025		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	91762664	11/27/2025		· Adult Print General	982.720 · Adult Print General	-28.38	28.38
Bill	91762665	11/27/2025		· Adult Print General	982.720 · Adult Print General	-14.35	14.35
TOTAL						-3,308.94	3,308.94
Bill Pmt -Ch...	29972	11/25/2025	Midwest Tape	507990976	001.001 · CSB/Operations Ch...		-7.98
Bill	507990976	11/18/2025		PLAYAWAY BATTERY COVERS	728.300 · Supplies-Matl Proc ...	-7.98	7.98
TOTAL						-7.98	7.98
Bill Pmt -Ch...	29973	11/25/2025	Print-tech Inc.	280624	001.001 · CSB/Operations Ch...		-5,092.04
Bill	280624	11/24/2025		WINTER NEWSLETTER	880.240 · Newsletter	-5,092.04	5,092.04
TOTAL						-5,092.04	5,092.04
Bill Pmt -Ch...	29974	11/25/2025	RK Studios	11/14/2025 - VOLUNTEER & FRIEND OF TH...	001.001 · CSB/Operations Ch...		-675.00
Bill	24-4158-VK	11/18/2025		VOLUNTEER & FRIEND OF THE YEAR, SILV...	880.522 · Photography Services	-675.00	675.00
TOTAL						-675.00	675.00
Bill Pmt -Ch...	29975	11/25/2025	Rotary Club of Chelsea	ROTARY - 621573 - 04/01/25 - 06/30/25 - Q...	001.001 · CSB/Operations Ch...		-145.88
Bill	621573	11/24/2025		04/01/25 - 06/30/25 - QUARTERLY MEMBER...	989.510 · Institutional Member ...	-145.88	145.88
TOTAL						-145.88	145.88
Bill Pmt -Ch...	29976	11/25/2025	Scholastic Library Publishng	INV 78722523- CUST # 2178738	001.001 · CSB/Operations Ch...		-71.64
Bill	78722523	11/24/2025		BOOK	884.230 · Youth Reading Group	-71.64	71.64
TOTAL						-71.64	71.64
Bill Pmt -Ch...	29977	11/25/2025	TUPLIN, MICHELLE	HOMETOWN BOOK CLUB: SISTERS IN TH...	001.001 · CSB/Operations Ch...		-150.00
Bill	25-3808-CS	11/25/2025		HOMETOWN BOOK CLUB: SISTERS IN THE...	884.119 · General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Ch...	29978	11/25/2025	UNIVERSITY OFFICE TECH...	593111747- ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Ch...		-784.34
Bill	593111747	11/24/2025		PUBLIC COPIER LEASE 11/01-30/25 STAFF COPIER LEASE 11/01-30/25 SMALL PRINTER LEASE 11/01-30/25	803.101 · Public Copier 803.102 · Staff Copier 803.103 · Small Printer Mainte...	-241.80 -437.18 -105.36	241.80 437.18 105.36
TOTAL						-784.34	784.34
Bill Pmt -Ch...	29979	11/25/2025	WEBLINK INC	35488 - ANNUAL HOSTING, WORDPRESS, ...	001.001 · CSB/Operations Ch...		-1,275.00
Bill	35488	11/18/2025		HOSTING AND LICENSES	803.385 · Website Hosting & S...	-1,275.00	1,275.00
TOTAL						-1,275.00	1,275.00
Bill Pmt -Ch...	29980	11/25/2025	Wesley's Catering	Volunteer Appreciation Program 12/06/2025...	001.001 · CSB/Operations Ch...		-1,894.50
Bill	25-2396-LB	11/24/2025		Volunteer Appreciation Program 12/06/2025	885.100 · Programs	-1,894.50	1,894.50
TOTAL						-1,894.50	1,894.50
Bill Pmt -Ch...	29981	11/25/2025	World Book Inc	ARI0012687, ACCT M1372	001.001 · CSB/Operations Ch...		-1,349.00
Bill	ARI0012687	11/24/2025		BOLT 4 TEAM STATS-FOOTBALL 6V SET	982.770 · Youth Ref.	-1,349.00	1,349.00
TOTAL						-1,349.00	1,349.00
Bill Pmt -Ch...	29982	11/25/2025	HERRON, A	REIMBURSEMENT - SRP	001.001 · CSB/Operations Ch...		-18.29
Bill		11/27/2025		SRP - REIMBURSEMENT	884.926 · Youth Prog Rest Gift..	-18.29	18.29
TOTAL						-18.29	18.29
Bill Pmt -Ch...	29983	11/25/2025	Midwest Tape		001.001 · CSB/Operations Ch...		-420.57
Bill	508024007	11/27/2025		NOV FEATURE DVDs	982.460 · DVD Feature	-350.85	350.85

3:01 PM
12/03/25

Chelsea District Library
Monthly Check Register

November 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amou...
Bill	508024008	11/27/2025		NOV NF DVDs	982.470 · DVD Non-Fiction	-43.48	43.48
Bill	508024009	11/27/2025		SEP FEATURE ADULT	982.460 · DVD Feature	-26.24	26.24
TOTAL						-420.57	420.57
Bill Pmt -Ch...	28984	11/26/2025	VAN PELT, SHELBY	MLW 2025 - COMFORT INN ROOM	001.001 · CSB/Operations Ch...		-150.02
Bill	982341640	04/15/2025		MLW 2025 - COMFORT INN ROOM	884.111 · Midwest Literary Walk	-150.02	150.02
TOTAL						-150.02	150.02

Chelsea District Library
Donation and Restricted
 January through November 2025

	Jan - Nov 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	5,300	5,300	0
674.111 · Designated Youth Programming	5,950	6,250	(300)
674.112 · Designated Music Focus Programs	9,000	9,000	0
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	21,680	21,838	(158)
674.140 · Designated Capital	15,579	8,200	7,379
674.141 · Designated Technology	3,000	3,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	64,130	57,209	6,921
Total Income	64,130	57,209	6,921
Gross Profit	64,130	57,209	6,921
Expense			
727.000 · Supplies 727			
732.900 · Supplies-MNT-Restr Gifts 727.90	100		
Total 727.000 · Supplies 727	100		
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
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	1,990	2,000	(10)
884.962 · Music In the Air - Restricted	990	7,000	(6,010)
Total 884.400 · Music Focus	2,980	9,000	(6,020)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
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	2,252	3,500	(1,248)

Chelsea District Library
Donation and Restricted
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	250	450	(200)
884.926 · Youth Prog Rest Gifts SRP	3,750	3,770	(20)
Total 884.920 · Youth Programming Restricted	4,000	4,220	(220)
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	50	50	0
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	12,282	19,770	(7,488)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	502	750	(248)
Total 969.600 · Staff Training, In-Service	502	750	(248)
Total 969.000 · CE, Staff Development & Travel	502	750	(248)
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	16,161	23,790	(7,629)
Net Ordinary Income	47,969	33,419	14,550
Net Income	47,969	33,419	14,550

Chelsea District Library
Donation and Restricted
 January through November 2025

	Jan - Nov 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	5,300	5,300	0
674.111 · Designated Youth Programming	5,950	6,250	(300)
674.112 · Designated Music Focus Programs	9,000	9,000	0
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	21,680	21,838	(158)
674.140 · Designated Capital	15,579	8,200	7,379
674.141 · Designated Technology	3,000	3,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	64,130	57,209	6,921
Total Income	64,130	57,209	6,921
Gross Profit	64,130	57,209	6,921
Expense			
727.000 · Supplies 727			
732.900 · Supplies-MNT-Restr Gifts 727.90	100		
Total 727.000 · Supplies 727	100		
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	3,000	3,000	0
Total 850.900 · Telecom-Restricted Gifts	3,000	3,000	0
Total 850.000 · Telecommunications	3,000	3,000	0
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	1,990	2,000	(10)
884.962 · Music in the Air - Restricted	990	7,000	(6,010)
Total 884.400 · Music Focus	2,980	9,000	(6,020)
884.500 · Artist In Residence			
884.970 · Artist In Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,500	1,500	0
884.916 · Aud Prg. Rest. Gifts Purple Rose	0	1,250	(1,250)
884.927 · Adult Prog Rest Gifts SRP	752	750	2
Total 884.910 · Adult Programming Restricted	2,252	3,500	(1,248)

Chelsea District Library
Donation and Restricted
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	250	450	(200)
884.926 · Youth Prog Rest Gifts SRP	3,750	3,770	(20)
Total 884.920 · Youth Programming Restricted	4,000	4,220	(220)
884.990 · Technology Programs			
884.992 · Techology Prog Res Gifts	50	50	0
Total 884.990 · Technology Programs	50	50	0
Total 884.000 · Programming	12,282	19,770	(7,488)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	502	750	(248)
Total 969.600 · Staff Training, In-Service	502	750	(248)
Total 969.000 · CE, Staff Development & Travel	502	750	(248)
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	16,161	23,790	(7,629)
Net Ordinary Income	47,969	33,419	14,550
Net Income	47,969	33,419	14,550

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

Ordinary Income/Expense	TOTAL												% 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	Budget	
Income	980,681	954,732	353,888	9,036	(351)	80,428	2,187	0	3,695	(616)	11	0	2,383,691	2,388,201	(4,510)	100%
402.000 - District Revenue	0	0	86,822	0	0	0	8,872	0	0	0	0	0	95,694	92,000	3,694	104%
540.100 - State Aid	0	0	0	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	310	0	4,509	4,000	509	113%
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 607.100	84	32	69	41	44	30	41	27	28	15	30	0	525	600	(75)	88%
657.200 - ILL Fees/Collection Agency Rec	3,953	21,212	5,654	8,194	7,793	5,880	7,701	14,786	7,582	9,007	7,469	0	98,171	72,000	27,171	63%
665.000 - Bank Interest 665.100	(1,422)	1,829	1,497	806	(1,592)	2,083	(1,279)	2,723	967	(238)	249	0	5,623	0	5,623	100%
666.100 - Investment Gains/Losses 666.100	1,250	0	2,500	1,250	1,250	0	2,500	0	0	0	0	0	8,750	15,000	(6,250)	58%
669.000 - Investment Value Change 669.000	17,450	1,975	7,535	1,290	1,451	6,450	1,080	280	550	12,020	14,049	730	64,860	57,209	7,651	113%
671.000 - Misc Income & Refunds 608.000	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	20,644	22,155	730	2,677,506	2,643,810	33,696	101%
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	22,155	730	2,677,506	2,643,810	33,696	101%
Total Income	73,746	102,758	107,559	104,934	150,738	103,448	106,463	104,151	103,513	155,856	109,490	47,830	1,270,486	1,377,309	(106,823)	92%
Gross Profit	1,812	624	613	639	1,994	370	2,483	1,875	674	575	482	514	12,655	19,000	(6,345)	67%
Expense	0	65	0	0	64	531	128	0	64	0	0	0	852	900	(48)	96%
701.000 - Personnel Svcs Control Acct 701	52	344	1,077	0	0	243	102	158	52	291	0	0	2,319	3,000	(681)	77%
727.000 - Supplies	0	33	0	162	34	0	35	0	0	0	63	0	327	750	(423)	44%
731.000 - Other Svc - Postage 727.700	2,122	3,451	3,041	2,472	2,713	22,657	8,441	4,222	2,046	3,283	3,245	1,154	58,847	116,612	(57,765)	50%
732.000 - Supplies-Maintenance 727.800	97	6	7	47	379	43	63	41	40	114	42	35	914	1,540	(626)	59%
758.000 - FUEL - DIESEL	9,536	8,774	8,020	30,107	19,626	10,249	11,519	10,330	9,187	14,394	15,069	1,543	148,354	186,880	(38,506)	79%
801.000 - Professional & Contractual Svcs	2,503	(295)	2,153	3,882	1,543	2,040	2,032	2,949	2,507	4,277	4,111	427	28,129	46,420	(18,291)	61%
802.000 - Admin-Fees & Misc Costs 801.300	7,093	12,077	7,041	8,779	5,586	2,117	3,786	7,153	6,979	9,033	7,656	0	77,300	86,050	(8,750)	90%
803.000 - Maintenance Service Contracts	10,910	4,467	58,941	8,954	8,072	8,251	3,391	11,097	3,415	12,230	6,802	749	137,279	177,195	(39,916)	77%
850.000 - Telecommunications	4	60	0	326	36	7	25	0	0	0	1,943	0	2,401	2,600	(199)	92%
884.000 - Promotional Materials	87	182	221	4,835	4,688	4,919	5,890	10,090	9,180	8,260	5,864	0	65,650	69,950	(4,300)	94%
885.000 - Volunteer	13,592	0	0	10,097	502	123	1,802	41	21	271	341	0	3,820	3,500	320	109%
888.000 - Utilities	0	0	3,043	3,895	0	0	0	10,097	0	0	0	1,434	35,220	51,968	(16,748)	68%
920.000 - Board & Director Expense	245	9,646	1,493	2,570	1,326	488	4,613	619	6,480	707	7,925	176	7,165	23,218	(16,053)	31%
965.000 - Automation Services	1,021	1,592	5,534	2,573	526	1,012	2,415	2,095	764	1,246	2,072	150	36,288	52,200	(15,912)	70%
966.000 - Insurance 801.200	76,308	18,617	38,204	616	59,668	160	4,785	3,824	(3,179)	2,520	(7,219)	0	194,304	31,521	(163,783)	68%
967.000 - Equipment	9,043	9,867	59,994	14,419	17,856	8,759	16,906	21,894	14,069	18,786	21,792	14,295	227,780	274,246	(46,466)	83%
968.000 - CE, Staff Development & Travel	3,653	0	0	0	0	0	0	0	0	0	0	0	3,653	0	(3,653)	0%
970.000 - Capital Expense 980.00	211,824	178,238	302,895	199,936	275,351	165,417	174,879	190,880	155,802	231,926	179,678	68,307	2,395,133	2,785,957	(450,824)	84%
982.000 - Collection Expense	780,172	802,271	155,739	(178,719)	(284,268)	(70,116)	(163,236)	(160,828)	(142,260)	(211,282)	(157,523)	(67,577)	342,373	(142,147)	484,520	0%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Ordinary Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
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 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Other Income	790,172	802,271	155,739	(178,719)	(284,268)	(70,116)	(163,236)	(160,828)	(142,260)	(211,282)	(157,523)	(67,577)	342,373	(188,948)	531,321	0%
Net Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

Chelsea District Library

Profit & Loss Prev Year Comparison

January through November 2025

Ordinary Income/Expense	Jan - Nov 25	Jan - Nov 24	\$ Change	% Change
Income				
402.000 · District Revenue 402	2,383,692.14	2,209,174.79	174,517.35	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	4,509.23	4,378.20	131.03	2.99%
657.100 · Non-Resident Fees 607.100	2,145.00	2,921.87	-776.87	-26.59%
657.200 · ILL Fees/Collection Agency Rec	525.00	535.00	-10.00	-1.87%
665.000 · Bank Interest 665.100	504.71	1,130.58	-625.87	-55.36%
665.100 · Investment Gains/Losses 666.100	99,170.42	73,616.41	25,554.01	34.71%
669.000 · Investment Value Change 665.500	5,623.15	3,649.17	1,973.98	54.09%
671.000 · Misc Income & Refunds 606.000	8,750.00	15,544.45	-6,794.45	-43.71%
674.000 · Revenue Contribution & Donation	64,129.68	40,460.00	23,669.68	58.5%
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	2,676,777.00	2,510,272.42	166,504.58	6.63%
Gross Profit	2,676,777.00	2,510,272.42	166,504.58	6.63%
Expense				
701.000 · Personnel Svcs Control Acct 701	1,222,654.86	1,151,235.11	71,419.75	6.2%
727.000 · Supplies 727	12,140.88	11,040.46	1,100.42	9.97%
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	327.12	618.73	-291.61	-47.13%
801.000 · Professional & Contractual Svcs	57,695.70	77,845.42	-20,149.72	-25.88%
802.000 · Admin-Fees & Misc Costs 801.300	880.11	525.94	354.17	67.34%
803.000 · Maintenance Service Contracts	146,811.64	114,519.67	32,291.97	28.2%
850.000 · Telecommunications	27,701.19	28,377.80	-676.61	-2.38%
880.000 · Promotional Materials	77,300.10	77,002.75	297.35	0.39%
884.000 · Programming	136,531.86	145,461.01	-8,929.15	-6.14%
885.000 · Volunteer	2,401.10	1,858.69	542.41	29.18%
920.000 · Utilities	65,650.24	52,114.38	13,535.86	25.97%
960.000 · Board & Director Expense	3,819.67	3,640.87	178.80	4.91%
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	36,112.37	16,637.75	19,474.62	117.05%
969.000 · CE, Staff Development & Travel	21,239.63	20,647.39	592.24	2.87%
970.000 · Capital Expense 980.00	194,304.16	224,132.17	-29,828.01	-13.31%
982.000 · Collection Expense	213,484.34	161,889.47	51,594.87	31.87%
991.004 · Debt Principal - Leases GASB87	0.00	7,434.00	-7,434.00	-100.0%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653.00	2,570.00	1,083.00	42.14%
994.000 · Debt Interest - GASB87	0.00	714.00	-714.00	-100.0%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	844.00	-844.00	-100.0%
Total Expense	2,266,830.40	2,152,222.25	114,608.15	5.33%
Net Ordinary Income	409,946.60	358,050.17	51,896.43	14.49%
Net Income	409,946.60	358,050.17	51,896.43	14.49%

8.1

Ameriprise November 30, 2025

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25	\$3,134,308.75	\$300,000.00	\$5,653.94	\$1,496.90	\$0.00	\$3,441,459.59
04/30/25	\$3,441,459.59	\$0.00	\$8,194.08	\$806.10	\$200,000.00	\$3,250,459.77
05/31/25	\$3,250,459.77	\$0.00	\$7,732.52	-\$1,591.67	\$250,000.00	\$3,006,600.62
06/30/25	\$3,006,600.62	\$0.00	\$5,879.83	\$2,082.62	\$200,000.00	\$2,814,563.07
07/31/25	\$2,814,563.07	\$0.00	\$7,700.75	-\$1,278.96		\$2,820,984.86
08/31/25	\$2,820,984.86	\$0.00	\$14,786.28	\$2,723.24	\$200,000.00	\$2,638,494.38
09/30/25	\$2,638,494.38	\$0.00	\$7,581.67	\$966.94	\$200,000.00	\$2,447,042.99
10/31/25	\$2,447,042.99	\$0.00	\$9,007.30	-\$237.50	\$200,000.00	\$2,255,812.79
11/30/25	\$2,255,812.79	\$0.00	\$7,469.03	\$248.88	\$200,000.00	\$2,063,530.70
12/31/25						\$0.00
Balance YTD	\$1,838,737.13	\$1,570,000.00	\$99,170.42	\$5,623.15	\$1,450,000.00	\$2,063,530.70
	YTD 017.003 + 017.004	(+) = In.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

November 30, 2025

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$177,453.93	\$45,263.83	\$222,717.76
Paypal Account	003.002	\$0.00	\$170.00	\$170.00
Cash on Hand		<u>\$177,453.93</u>	<u>\$45,433.83</u>	<u>\$222,887.76</u>

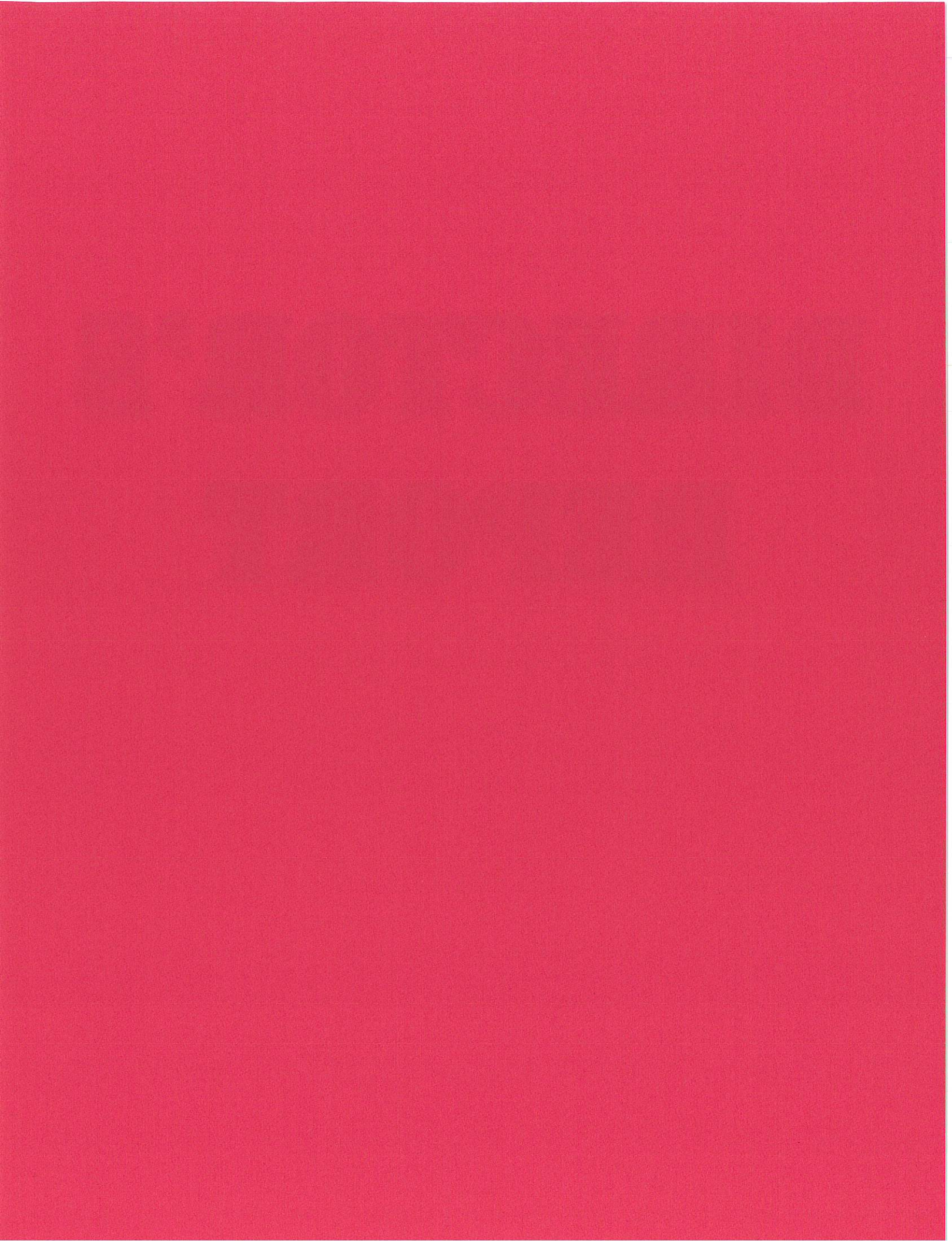
Ameriprise Account

MMF - Interest and earnings	017.003	\$1,298,154.37	7,717.91	\$1,305,872.28
MMF - 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
Investment Partners Total		<u>\$2,255,812.79</u>	<u>-\$192,282.09</u>	<u>\$2,063,530.70</u>

Total General Fund

		<u>\$2,433,266.72</u>	<u>-\$146,848.26</u>	<u>\$2,286,418.46</u>
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DIRECTOR'S REPORT



Library Director's Report

Respectfully submitted for December 2025 board meeting

Staff Announcements

December Staff Work Anniversaries

Congratulations to two fabulous circulation staffers on their work anniversaries:

Library Assistant Christin Bieber, five years on December 14

Library Aide Jennie Medeiros, ten years on December 27

You make every day wonderful at CDL!

Awesome Accomplishment

Please join me in congratulating Library Assistant Marissa Salvia who graduates with her MLIS from Wayne State University this month with a specialization in archival administration. We are so proud of her and rooting for her as she begins this new professional journey.

FOIA Request

We recently received a Freedom of Information Act (FOIA) request asking for a "file of all the holdings in the library: books, media, audio, video." Such a record does not exist. After consulting with our attorney, the request was denied ...

...because the Library does not have or maintain a file with all of the holdings of the Library. Further the Library is not required to create (1) a new public record or (2) a compilation, summary, or report of information in order to respond to a request.

The person making the request was also informed of the appeal process. A copy of the library's FOIA policy may be found [here](#).

Pay Adjustments Update

On December 2, emailed letters relative to the salary adjustment were sent to all CDL staff. These adjustments are reflected in the 2026 approved operating budget and will go into effect in January.

Strategic Plan 2024-28 Progress in November 2025

1.1 Provide a welcoming place for all

- Hosted community stakeholders meeting on making Chelsea a dementia-friendly community.

1.2 Elevate the library as a location for community building

- See above on stakeholders meeting.

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.

2.3 Improve data used to evaluate library services and communicate value

- Head of Communications & Outreach met with Mobee and Outreach staff to set goals and expectations for capturing photos, quotes, and histories in CDL outreach efforts.

Out and About: Meetings/Activities Attended November 2025

- Rotary meetings – November 4 & 11
- Walk to School Wednesday – November 5 & 12
- At Silver Maples with Artist-in-Residence Joy Jan Jones – November 3
- At UMRC with Joy Jan Jones – November 4
- Phone conversation re: Mobee and TechOps with Kimberly VanBeck, Harnett County Public Library System, North Carolina – November 6
- Chelsea Community Stakeholders meeting – November 6
- CDL Song Fest – November 7
- Hosted Dementia Friendly Community stakeholders meeting – November 10
- Friends board meeting – November 11
- Chelsea Area Chamber pre-board meeting discussion – November 19
- Met with Michelle Tuplin (Serendipity Books) and S. Powers to discuss MLW 2026 and 2027
- Interviewed on community social worker's impact on CDL and community – November 25

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

Facility updates

- Lawn mowing was completed this month and the Fall clean-up was done.
- It was a relatively quiet month around the facility this month:
 - The lift required a minor repair.
 - The elevator had regular fire and hydraulic testing, and the phone was repaired.
 - Johnson Controls made a service call on Metasys due to some of the user interface fields (what I watch daily to monitor the hvac system) were not populating. We had a few hours left on our annual maintenance contract so there was no charge for the visit.
 - When Cintas did the fire sprinkler inspection last month, they found two gauges needing replacement. That was done this month.
 - AssaAbloy did the quarterly inspection on our glass entry doors. No issues were found.
 - A full carpet cleaning was done this month. In December we will have most of the office and public upholstered chairs cleaned.

Volunteers

In November we had 185 book sale hours and 64.5 non-book sale hours, for a total of 249.5 hours.

HR- As the end of December looms closer, Scott reports that Brandon (Scott's replacement) is a quick learner, is asking all of the right questions, and is eager for all of the training we can provide on library and technology issues. All good traits in a new hire! We have high hopes that he will graduate from the basement soon. 😊

Programs and meetings

Our monthly staff meeting featured Lynn Henley from MERS, who did her annual presentation on the benefits of retirement saving, and reviewed our 457 and 401 plan options. I attended another fantastic Song Fest and very much enjoyed the music of our Teen Showcase winners, Joy Jan Jones, and Freedy Johnston.

I spent much of my time this month working on the 2025 budget year-end projections. Once the department heads input all of their projections into the shared working document, including any carry-over requests or budget line adjustments, I check it and recheck it, we discuss it as a management team, then Lori and I review it to ensure the requests and adjustments are correct before it goes to the board at the November meeting. We will give it several more reviews before its final submission in December.

Respectfully submitted, Linda Ballard, Assistant Director

November Highlights

- The first week of November we were fortunate to host Joy Jan Jones , multigenre singer and performer. Joy visited high school and elementary school students in a partnership with the Chelsea School District. The impact she had was remarkable, with students “holding back tears” and “having the chills.” Choir Director Ken said, “Thank you so much again for making this happen for our students. It was an absolutely wonderful experience, and the kids and I were incredibly impressed. The kids already want her back ASAP!” One student remembered Joy visiting her here in Chelsea as a Fourth Grade student and both the student and Joy were moved at the reunion.
- Joy also visited various retirement centers, including The Pines, Dancey, Silver Maples and Towsley. At Towsley, Joy had a remarkable moment. She noticed that her opera high notes were bothering a resident, so in the moment she switched her song list and began singing older jazz songs. Soon residents were mouthing the words or singing with her. It was a beautiful moment of connection.
- November was also Song Fest, one of our signature programs. Teen bands opened for us and had a great opportunity to meet both Joy Jan Jones and Freedy Johnston. Freedy was extremely well received and we had a fantastic turnout.

Meetings, Presentations, and Outreach

- In November, I met with youth librarians and adult librarians to discuss spring program planning.
- In November Virginia, Jessica, Laura, Amy, Everett and I met to discuss the success of Mobee and to brainstorm ways to make collection development and book selection easier.
- Virginia and I met with Veronica Hubler after Song Fest to discuss the 2026 event. We’ve secured the venue for next year’s event and chatted about better dates and ways to improve patron’s experience.
- Scott Rakestraw and I met in November to chat about his retirement and his views on the future of technology in the library. It was enlightening to get his perspective on AI and how it may or may not impact workflow here.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				

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

11/1/2025	ALI: The Beatles	43			
11/2/2025	Introducing Decodables	5			
11/5/2025	Reading Glasses Book Club	9			
11/5/2025	TLN Presents: The Sinking of the Edmund Fitzgerald		16		
11/7/2025	SongFest	83			
11/8/2025	Purple Rose Play Reading		90		
11/12/2025	Books & Banter	11			
11/19/2025	Indigenous Perspectives on National Parks & Public Lands	51			
11/24/2025	Hometown Book Club	3			
		205	106		
	<i>Adult Program Totals</i>	311			
	Early Literacy Program Attendance				
11/4/2025	Babytime	18			
11/6/2025	ToddlerTime	21			
11/7/2025	Preschool Storytime	20			
11/11/2025	Babytime	27			
11/13/2025	ToddlerTime	44			
11/14/2025	Yoga Storytime	12			
11/18/2025	Babytime	24			
11/20/2025	ToddlerTime	28			
11/21/2025	Preschool Storytime	6			
11/25/2025	Babytime	18			
	<i>Early Literacy Programs Total</i>	218			
	Youth Program Attendance				
11/3/2025	Lego Club	14			
11/4/2025	The Rookery Chess Club	12			
11/5/2025	McKune Agency: Spy Club	10			
11/11/2025	The Rookery Chess Club	10			
11/18/2025	Tween Book Club	10			
11/18/2025	The Rookery Chess Club	9			
11/21/2025	Read to Library Dogs	5			
11/25/2025	The Rookery Chess Club	10			
	<i>Youth Program Totals</i>	80			

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

Teen Program Attendance					
11/6/2025	TTT: TOTE-Ally Teen Painting	1			
11/7/2025	TFT: TOTE-Ally Teen Painting	10			
11/14/2025	Get Your Game On Teen AH	5			
	<i>Teen Program Totals</i>	16			
Outreach Program Attendance					
11/3/2025	Joy Jan Jones @ Silver Maples (adult)	40			
11/4/2025	Joy Jan Jones @ High School (youth)	20			
11/4/2025	Joy Jan Jones @ Dancey (adult)	40			
11/5/2025	Joy Jan Jones @ 3rd Grader Visit 1 (youth)	75			
11/5/2025	Joy Jan Jones @ 3rd Grader Visit 2 (youth)	73			
11/5/2025	Joy Jan Jones @ Pines (adult)	31			
11/5/2025	Storytime @ ECC (youth)	7			
11/6/2025	Joy Jan Jones @ Chelsea Senior Center	50			
11/6/2025	Joy Jan Jones @ Towsley (adult)	25			
11/6/2025	Storytime @ ECC (youth)	29			
11/7/2025	Virtual Author Visit @ SME (youth)		472		
11/14/2025	St. Louis Center story time (adult)	7			
11/17/2025	Storytime @ ECC (youth)	35			
11/19/2025	First Steps Storytime (youth)	26			
11/19/2025	Bring Your Device Day (adult)	5			
11/20/2025	BLANK The Librarian (youth)	240			
11/20/2025	Book Club @ Pines (adult)	7			
11/25/2025	Storytime @ Mudpies (youth)	25			
		735	472		
	<i>Outreach Program Totals</i>				
Mobee Visit Program Attendance					
11/4/25	Pines (adult)	10			
11/5/25	Ballet Chelsea	30			

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

11/10/25	CRC Dancey	8		
11/12/25	Sylvan Crossing	1		
11/12/25	After Care (youth)	58		
11/24/25	Silver Maples (adult)	8		
	<i>Mobee Totals</i>	<i>115</i>		

	Walk to School Wednesdays		
11/5/2025	Walk to School Wednesdays	17	
11/12/2025	Walk to School Wednesdays	11	
11/19/2025	Walk to School Wednesdays	12	
	<i>WISWTotals</i>	<i>40</i>	

Ingenuity Engine

Program Stats

Date	Program	Attendance
11/11/2025	Be Ingenious	5
11/13/2025	Evenings in the Engine	2
11/15/2025	Be Ingenious	2
11/19/2025	Pop-In Evenings in the Engine	2

One-One Appointment Stats

Number of attendees at appointments & tours	58
Number of Unique Users	22

Reference, Collections, Deliveries, and Other

Services	November 25*
Reference Questions	1,252

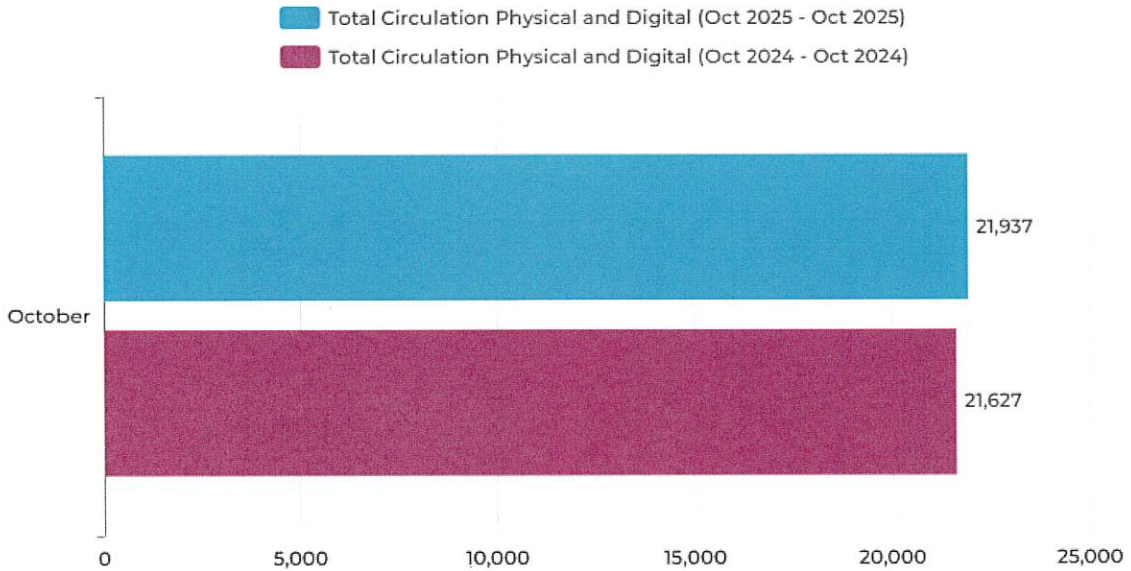
CDL Delivers & Deposit Book Deliveries	10
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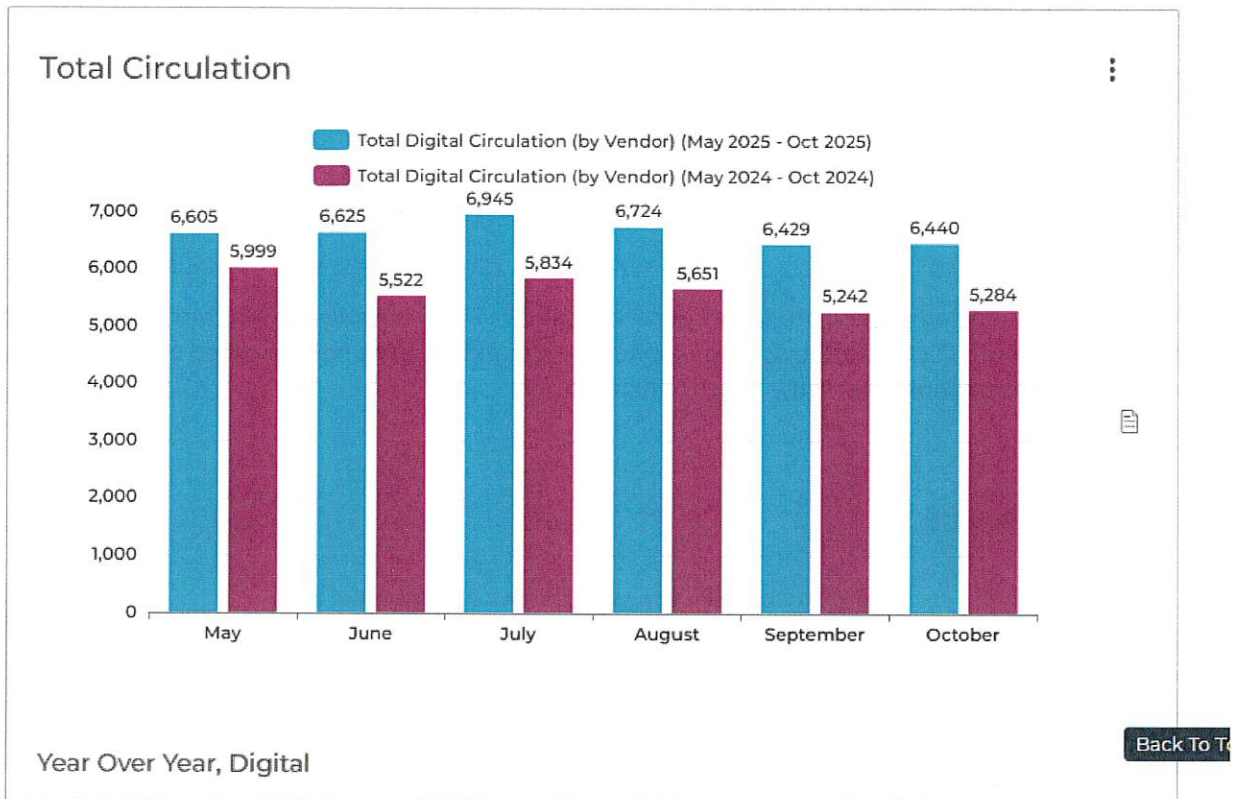
*The Chelsea District Library closed early at 5 pm on Wednesday, Nov. 26 and closed all day Thursday, Nov 27 and Friday, Nov. 28 for the Thanksgiving holiday.

Collections Usage

Circulation of CDL owned physical items has decreased across 2025, however, overall circulation for our last calculated month (October) shows that despite the digital circulation has increased enough that our overall monthly circulation was higher in 2025 than in 2024.

Total Circulation





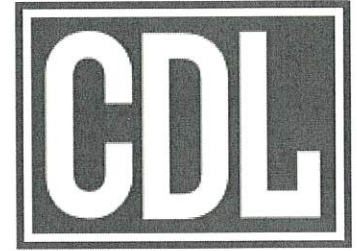
Patron Feedback

A therapist who routinely brings young clients and their parents to our library to practice speaking with strangers and adults. We're thrilled to be seen as a safe place for children to gain their confidence. Recently, a child was practicing speaking to a librarian and shared a fun fact about dogs that delighted the child and librarian alike.

In response to our lightpole Gingerbread House Little Free Library, one patron wrote, "What a great library!" and another said "Just drove by and wondered what that was. Great idea!"

Technology Department

November 2025



Respectfully submitted
by **Scott Rakestraw**

Tech Notes

Washtenaw Public Service Tech Talk

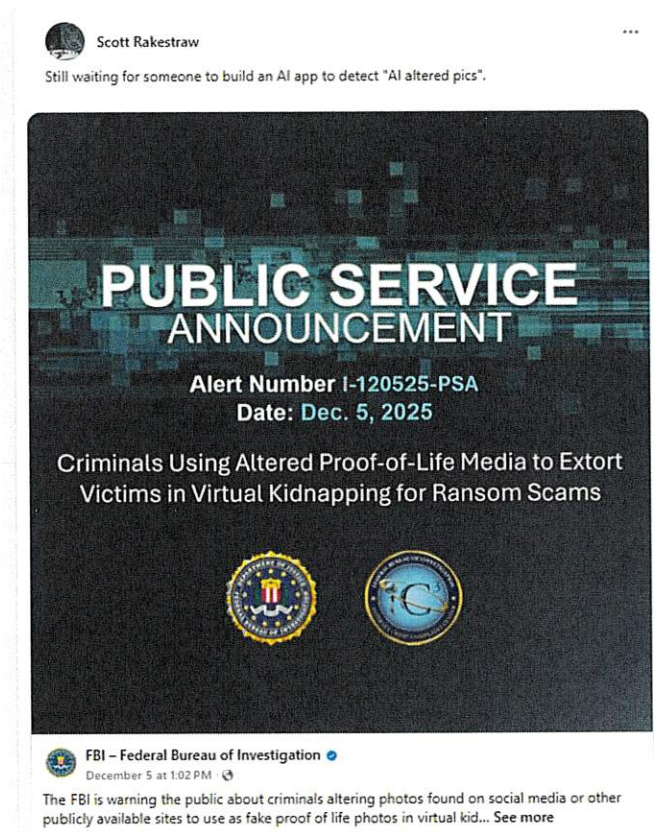
Our Facebook Group is available to all public service teams and non-profit organizations in our library district and the surrounding areas. Each week, we share security issues, technology news and post tips and strategies for managing technology resources. It's free to join and allows us to support like-minded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

Share the URL:

<https://chelseadistrictlibrary.org/techtalk>

Your social media and AI tools are a common way for criminals to manipulate with a variety of scams, including extortion and ransom hoaxes.

The FBI has posted a special bulletin on the problem to help us avoid becoming victims.



Services by the Numbers

DATA SERVICES		MAY	JUN	JUL	AUG	SEP	OCT	NOV
198	Hotspot Devices Circulated	12	27	31	23	27	16	12
4649	Public Internet - Computer Sessions	357	362	541	488	430	397	382
4695	Public Internet - Wireless Logins	399	453	439	428	434	399	417
** Mobile Beacon is no longer reporting bandwidth use for our devices.								
ONLINE SERVICES		MAY	JUN	JUL	AUG	SEP	OCT	NOV
204700	Website Page Views *WebLinx/Google	17000	18000	21000	25000	23000	14500	16000
43200	Website Sessions *WebLinx/Google	3500	3600	3500	3900	5700	4600	3700
36803	AUDIO Downloads Total	3212	3215	3339	3202	3319	3123	5333
25469	-- Audio: Overdrive	2120	2191	2283	2151	2222	2066	4318
11334	-- Audio: Hoopla	1092	1024	1056	1051	1097	1057	1015
5036	VIDEO Downloads Total	378	407	644	572	375	516	489
3772	-- Video: Kanopy	284	324	541	450	283	395	340
1264	-- Video: Hoopla	94	83	103	122	92	121	149
26105	EBook Downloads Total	2218	2204	2163	2051	1939	1861	1921
23485	-- Ebook: Overdrive	2030	1967	1924	1843	1722	1623	1645
2620	-- Ebook: Hoopla	188	237	239	208	217	238	276
67944	TOTAL Downloads	5808	5826	6146	5825	5633	5500	7743

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

Outreach Overview:

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

We piloted a Mobee stop at Ballet Chelsea, which was met with enthusiasm and approximately 30 visitors. Mobee experienced a service issue at the end of the month with the bus door mechanics and is currently out of service for repairs. We are continuing lobby stops while the vehicle is getting repaired with staff bringing book crates to the retirement communities and setting up on tables.

While the Mobee stops are less frequent, Everett is researching a database program, Airtable, that can streamline planning outreach stops and may improve efficiency in managing outreach partner information, details for each staff, and communications. He initially researched it to manage an issue with the SportPort collection and suggested we consider it for other library applications.

Technology Outreach

In October, Everett saw 17 patrons at either the library or Chelsea Senior Center 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 range of devices he provided assistance on included mobile phones, PCs, Macs, and Apple watches.

Marketing Overview:



We hosted our Artist in Residence, Joy Jan Jones and CDL Song Fest in early November. This involves attending events, coordinating photography, and using social media to share these incredible opportunities with our community. Joy Jan Jones spent her week performing mini concerts at our local retirement communities and Chelsea Senior Center engaging with students at Chelsea High School and South Meadows Elementary School. Students mentioned "having chills" and "holding back tears" at the end of the session. Choir Director Ken Davis wrote,

"Thank you so much again for making this happen for our students. It was an absolutely wonderful experience, and the kids and I were incredibly impressed. The kids already want her back ASAP!"

The 8th annual CDL Song Fest featured quick performances by two up-and-coming teen acts and a live concert by 1994 *Rolling Stone Magazine's* Songwriter of the Year, Freedy Johnston. Joy Jan Jones joined Johnston for several songs. Attendees shared comments like, "Freedy and Joy Jan Jones were terrific!", "Loved it!" "Love coming to Song Fest," "A favorite venue and artist for us - keep it going!"

November eNews Metrics:

We sent four weekly e-newsletters (4,376 subscribers). The weekly eNews averaged a 57% open rate, which compares favorably to an average open rate of 36% across nonprofit industries. This totaled 16,140 emails sent and 8,779 emails opened.

November Social Media Metrics:

Our social media engagement was slightly lower than September and October, but had a strong impact on program registrations with 41 program registrants indicating they found out about the program on social media. The programs most often mentioned were the Purple Rose Theatre readings, Indigenous Perspectives, and Introducing Decodable Readers. All of these programs were shared by partners or in Facebook groups, which helps their reach.

CDL Facebook: 3,906 followers (+14) | 1.2K page visits (↓) | 88.8K views (↓)

CDL Instagram: Followers: 1,204 (+9) | 68 profile visits (↓) | 9.3K views (↓)

Google Advertising:

Our Google ad grant campaign was lower than September and October, but still yielded a positive impact on web traffic. We spent \$6,259 of grant money. This resulted in 12,269 impressions over the month of November and an increase in website traffic of 15.3%. The highest performing campaigns were cross network ads, Kanopy, digital media/Overdrive, and the catalog

October Marketing Channel Response:

November had 213 program registrants where the question was asked "How did you hear about this program?" The following is the breakdown of which marketing channel they identified as how they found out about the program:

Printed newsletter: 25

e-Newsletter: 29

Website: 27

Social Media: 41

Chelsea Update/Local Paper: 10

Word of Mouth: 37

Blank/other: 44

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

Other miscellaneous duties:

- Attended workshop on becoming a dementia-friendly community
- Finalized 2025 budget projections
- Met with Sun Times News representative about the purchase by Truic and future ad rates
- Met with Concentrate Media rep to learn about another potential news source for western Washtenaw County.
- Photographed and created posters and bookmarks for Friend and Volunteer of the Year.
- Piloted Bring Your Device Day at Chelsea Senior Center to promote eBook and audiobook resources.
- Met with Mobee team to review prior year successes and plans for 2026
- Met with Amy, Lori, Shannon, and Gabrielle to discuss home delivery practices and to see how Mobee fit into this outreach
- Created WWII memorabilia display
- Met with representatives from Robin Hills Farm to discuss use of venue for 2026 Song Fest and other events
- Started Library Journal's Demonstrating the Impact of Libraries 16-hour online class.

Circulation Supervisor's Report November 2025

- Circulation 20547 in November

- Patron Count- 9607 for November
- Circulation by township- for November:
 - Dexter = 11% of total transactions
 - Lima = 10% of transactions
 - Lyndon =13% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 38% of transactions
- November Circulation: 86% were items from Chelsea and 14% were inter-loaned items.

Libby = 4318 Hoopla = 1964 Kanopy =340
- Registrations for November – 51 new cards; 7375 total card holders
 - *Dexter = 945 cards; Lima = 758 cards; Lyndon = 995 cards
 - *Sylvan = 1390 cards; Chelsea = 2687 cards; Nonresident = 600 cards
- Self-Check Machine for November - 874 or 4% of total checkouts

November Notes:

- I attended weekly management meetings.
- I attended the monthly Board meeting.
- I attended the quarterly Circulation meeting.
- I attended a meeting with staff on Mobee planning.
- I worked my PIC shift each week.
- I helped with WTSW two weeks.
- I went with Shannon to South for Joy Jan Jones performance with the third graders.
- We received 137 tubs from TLN in November, with 7.5 being the daily average.
- We processed 40 MeLCat items for other libraries, and received 46 items for our patrons.
- We had 1381 unique patrons use the library.

Respectfully submitted,
Amy Zoran
Head of Circulation

Chelsea District Library
2025

	Average Daily Circulation							Total Charges		%Diff.
	MON	TUES	WED	THUR	FRI	SAT	SUN	2025	2024	
JAN	650.75	676.5	562.6	659.8	596	489.5	420.5	24718	24363	1%
FEB	626	630	736.25	637.5	400.25	466.6	512.25	22499	22639	-1%
MAR	708	639	725	652.25	675.25	605.8	541.8	26913	22769	18%
APR	679.25	771.4	602	474	697.5	616.25	411.5	24560	23516	4%
MAY	511.25	761.25	647	491	632.6	569.6	352.25	24224	22736	7%
JUN	683.2	780.25	606.25	358.25	679.75	500.75	513	27215	25543	7%
JUL	782.5	861.2	784.6	589.4	618.75	545.75	554.5	27623	26349	5%
AUG	746.75	796.25	686.75	580	592.6	563.2	484.6	25883	24600	5%
SEP	614.8	651.2	646.75	525	598.5	533.5	471	23867	23450	2%
OCT	742.25	658.5	684	547.8	626.4	522.5	443.25	24969	23373	7%
NOV	650.5	599.75	804.5	420.5	569.25	534.4	489.2	23964	22717	5%
DEC	0	0	0	0	0	0	0	0	23130	
Total								276435	285185	6%

Month Avg	2025	2024	%
Month Avg	23765	23765	6%

	Self-service check outs			Libby			hoopla			Kanopy		
	2024	2025	% of Charges	2025	2024	%	2025	2024	%	2025	2024	%
JAN	556	1289	44	4851	4438	5%	1470	1246	5%	292	357	5%
FEB	2117	1187	46	4296	3917	5%	1369	1169	5%	293	300	5%
MAR	1493	1090	35	4926	4441	4%	1569	1385	4%	311	343	4%
APR	1552	1313	29	4701	3961	5%	1425	1318	5%	259	391	5%
MAY	609	1285	30	4878	4321	5%	1457	1334	5%	284	351	5%
JUN	1967	1665	29	4881	4009	6%	1427	1288	6%	324	233	6%
JUL	1839	1560	30	4904	4354	6%	1518	1269	6%	541	216	6%
AUG	1379	1289	29	4801	4099	5%	1574	1263	5%	450	295	5%
SEP	1618	1087	29	4535	3909	5%	1561	1181	5%	283	163	5%
OCT	779	817	31	4555	3844	3%	1657	1186	3%	395	260	3%
NOV	778	874	28	4318	4220	4%	1964	1309	4%	340	309	4%
DEC	873	0	0	0	4167	0%	0	1292	0%	0	393	0%
Total	15560	13456	5%	51646	49680	5%	16991	15240	5%	3772	3611	5%

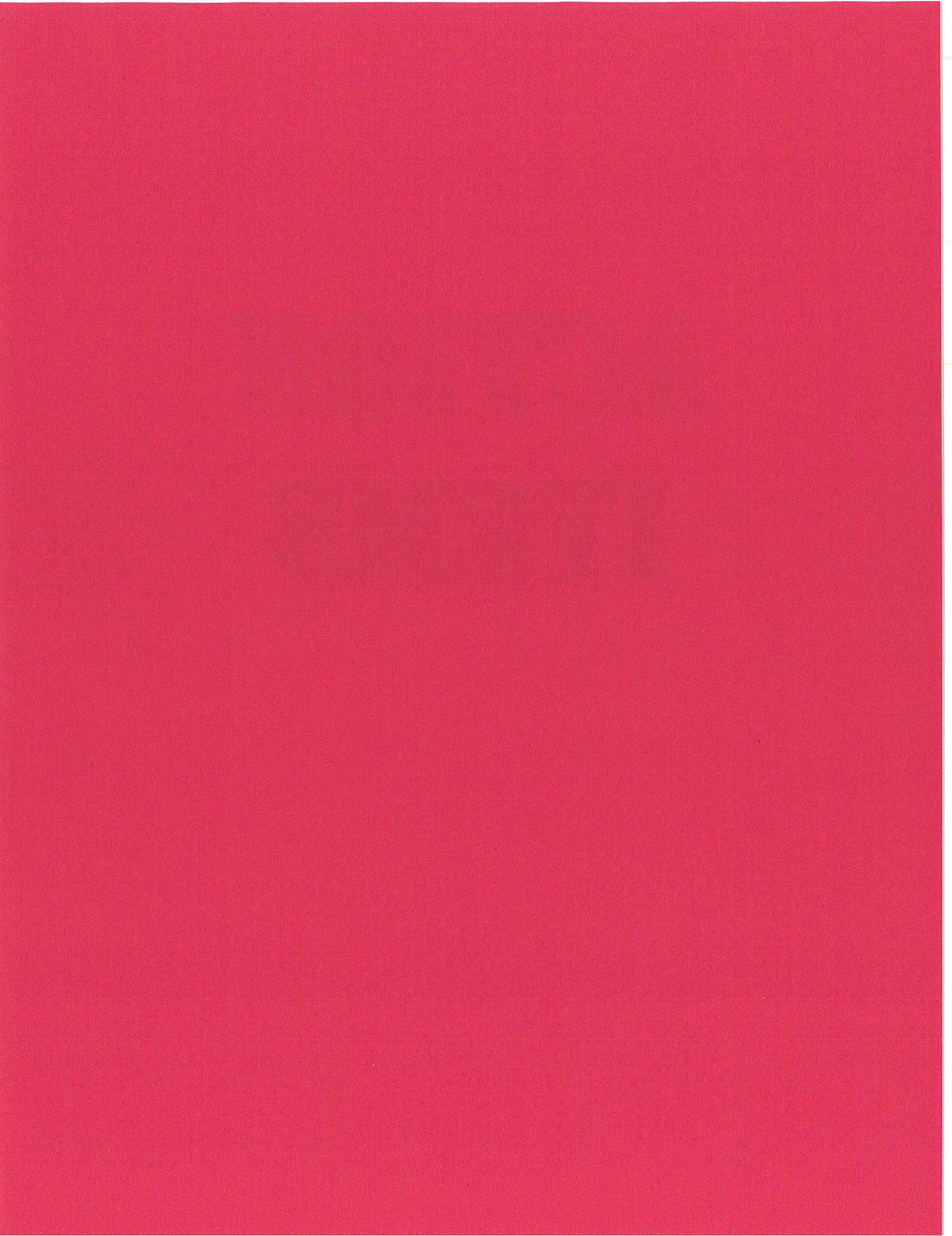
Month Avg	2025	2024	%
Month Avg	6,624	782,563	5%

Chelsea District Library																		
Monthly New Registration 2025																		
District	NonRes	Other	Total Month	Grand Total	New Registrations by Municipality					Average Daily Door Count 2025								
					Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED	THUR	FRI	SAT	SUN	Total	
JAN	76	7	3	86	7010	36	5	11	11	13	299.75	357.25	318	399	324.2	291.75	194	9777
FEB	72	7	13	92	7035	25	9	9	11	18	308.5	393.5	387.25	335.25	282.5	322.75	207.25	8948
MAR	84	8	9	101	7120	32	10	13	11	18	348.8	415.5	399.5	392	376.25	326.4	230.4	10861
APR	59	6	3	68	7176	22	11	5	8	13	420.25	412.4	431.2	369.5	389.5	328.75	167	10918
MAY	75	5	7	87	7244	39	6	6	16	8	287.25	435.75	413.5	393.2	348	335.6	136.5	10476
JUN	83	8	3	94	7323	36	15	5	10	17	473.6	439.5	468.5	465	540.25	339.5	198	12369
JUL	94	6	5	105	7343	35	10	10	16	23	463.25	503	469.6	564.2	304	331	230.5	12999
AUG	75	8	14	97	7379	25	29	1	8	12	416	401.75	390	388.75	318	316.2	162	10367
SEP	90	4	8	102	7394	43	9	8	13	17	334.8	414.8	378	394.5	359.25	322.75	170.75	10249
OCT	72	11	5	88	7446	27	10	7	7	21	423.75	450	398.6	386.4	348.6	315.5	156.25	11050
NOV	46	2	3	51	7375	22	4	1	4	15	427.5	386.75	405	311.5	295.5	299.6	160.8	9607
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	826	72	73	971	342	118	76	115	175									117621
Monthly average																		
10692.82																		

Registered Card Holders									
District	2017	2018	2019	2020	2021	2022	2023	2024	2025
Chelsea	7837	7753	6361	6295	5135	5228	5931	6234	6775
Dexter	3040	3006	2478	2490	2070	2105	2355	2475	2687
Lima	1087	1101	884	874	697	710	820	862	945
Lyndon	996	965	802	794	634	634	694	722	758
Sylvan	1302	1255	1005	970	778	770	875	909	995
NonRes	1412	1426	1192	1167	956	1009	1187	1266	1390
Freedom	625	609	562	582	414	407	477	490	600
Sharon	7	0	1	0	0	3	2	3	2
Waterloo	110	107	112	104	88	89	94	92	95
Grass Lake	333	249	268	252	195	186	211	215	238
Other	25	37	36	22	21	4	7	21	40
Totals	9689	9689	8362	6923	6877	5549	6408	6724	7375

Transactions	
Nov-25	% Tot
17,267	
6570	38%
1815	11%
1678	10%
2216	13%
3030	18%
172	1%
307	2%
492	3%
283	2%
704	4%

ACTION ITEMS



Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

December 16, 2025, Board Packet

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

Accept November donations and changes to the 2025 FY Budget.

	<u>Income Line</u>	-	<u>Expense Line</u>	
Friends of CDL	674.140		980.130	\$7,379.00
Alice Leisinger	674.120		801.079	\$500.00
Karen & Ira Meislik	674.120		801.079	\$150.00
Larry & Melanie Odom-Groh	674.120		801.079	\$500.00
			<u>Sub Total:</u>	<u>\$8,529.00</u>

Acknowledge the donations below that are already in the budget.

Friends of CDL	674.110	884.970	\$1,000.00
Friends of CDL	674.112	884.961	\$2,000.00
Friends of CDL	674.141	850.910	\$3,000.00
		<u>Sub Total:</u>	<u>\$6,000.00</u>

Total General Donations: \$14,529.00

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 December 16, 2025 Board Meeting

Budget Carryovers 2025 > 2026

Discussion:

The Library supplied the Board with a list of proposed carryovers from the 2025 Budget to the 2026 Budget in November.

Action:

The Chelsea District Library Board of Trustees approves the carryovers from the 2025 Budget to the 2026 Budget.

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 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.

\$400 from 801.079 Strategic Plan to 885.100 Volunteer Programs

\$8,300 from 801.079 Strategic Plan to 920.130 Electric Utility

\$610 from 801.079 Strategic Plan to 960.100 Board Expenses

\$1,000 from 801.079 Strategic Plan to 966.100 Property/General Liability Insurance

Action:

The Chelsea District Library Board of Trustees approves these adjustments to the 2025 Budget.

Janice L. Carr, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 2025 Board Meeting

2026 Calendar of Operations and Holidays

Discussion:

Discussion on the 2026 Calendar of Library Operations and Holidays took place in November, including the Staff In-Service date of February 27.

Action:

The Chelsea District Library Board of Trustees approves the 2026 Calendar of Library Operations and Holidays.

Janice L. Carr, Board Secretary

Date

12/10/2025

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

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 2025 Board Meeting

2026 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2026 board meetings occurred in November with the dates of the first 4 meetings moved to Thursday to accommodate schedules and the last 8 occurring on the traditional third Tuesday of the month. No retreat date has been determined and can be added at a later time.

Action:

The Chelsea District Library Board of Trustees approves the 2026 Library Board Meeting Calendar.

Janice L. Carr, Board Secretary

Date

**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

Action Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 2025 Board Meeting

Policies: 530 Gift Policy and 545 Request for Proposals

Discussion:

Revisions to Policies 530: Gift Policy and 545: Request for Proposals were discussed by the Board in November.

Action:

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

Janice L. Carr, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 5. Budget and Finance

Board Approval Date: January 21, 2003

Revised: 6/20/2023, 12/16/2025

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 shall 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 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 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 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 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, if desired
- 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 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. 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.
- 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 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.).

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.

Janice L. Carr, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 6. Finance
Board Approval Date: August 17, 2004
Revised: 4/19/2016, 12/16/2025

Subject: 545 Requests for Proposals and Competitive Bidding

Background:

Throughout the year the library purchases goods and services. In order to effectively manage 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).

Policy:

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

Purpose:

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

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 \$30,000 the library will require an RFP; for projects under \$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.

Janice L. Carr, Board Secretary

Date

Action Item #7

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 2025 Board Meeting

Annual Director's Evaluation

Background:

The Director Oversight Committee has shared its evaluation with the rest of the Board, as well as its recommendation for pay raise and PTO.

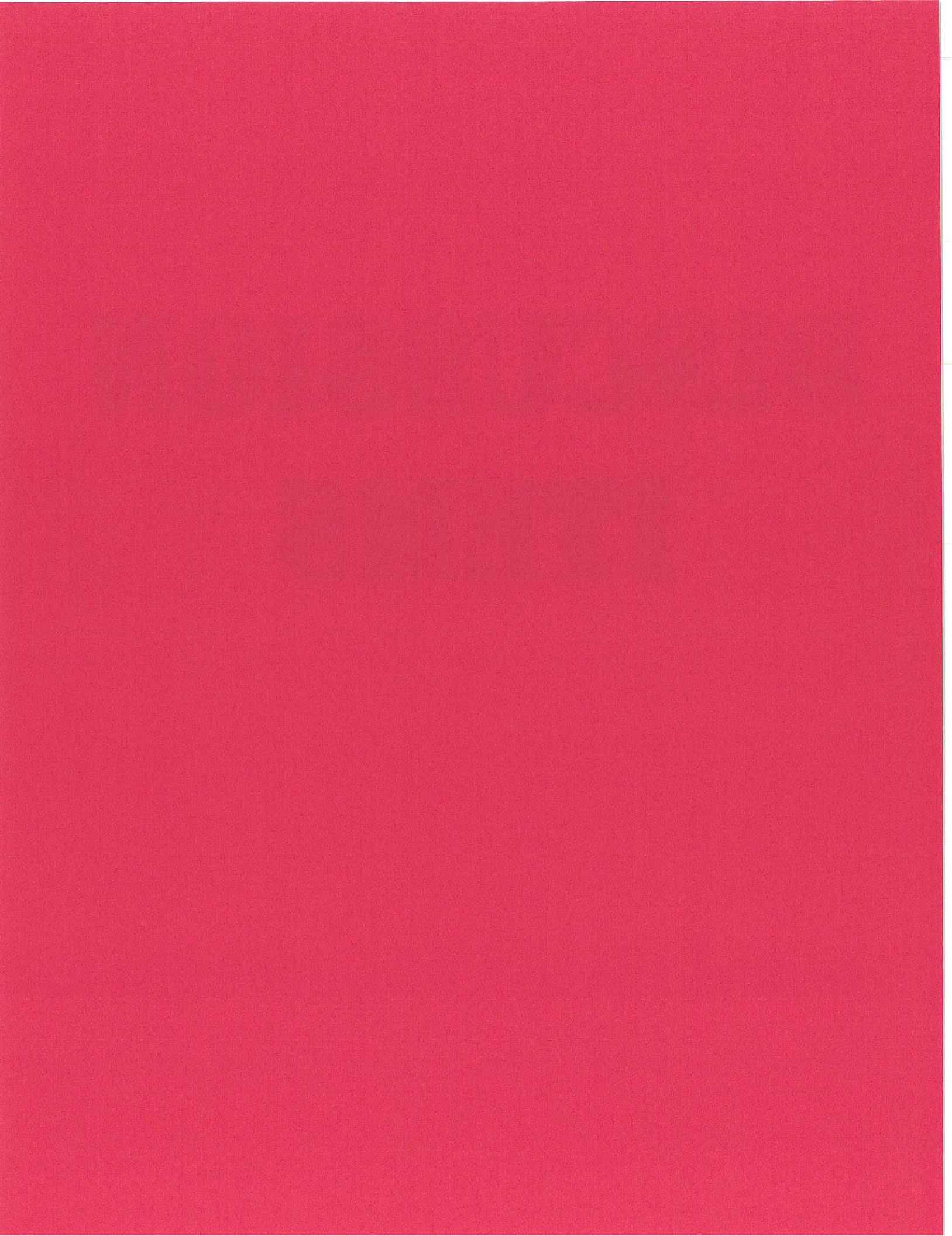
Action:

The Chelsea District Library Board of Trustees approves the recommendations set forth by the Director Oversight Committee.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item # 1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet December 16, 2025 Meeting

Board Officer and Committee Recommendations

Background:

The Governance Committee met to discuss officers and committee makeup for 2026. The prospective officer lineup is:

Wendy Reinhardt – President
Aditi Fox – President-Elect
Bob Swistock – Treasurer
Jan Carr – Secretary

Committee Recommendations as indicated on attached table.

**Chelsea District Library
Board of Trustees
2026 Board Committees DRAFT**

**Governance
Appendix #3
Approved:**

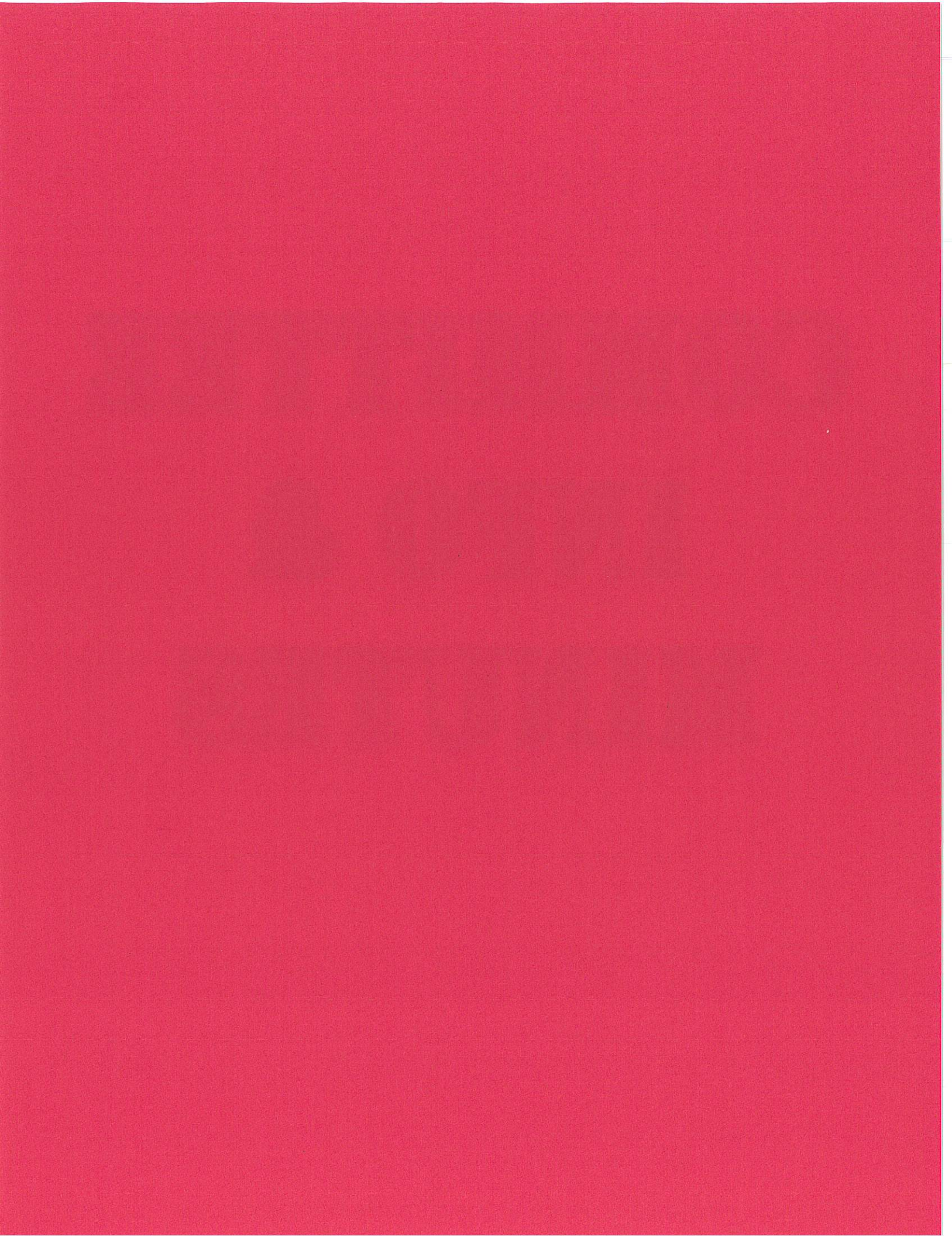
DRAFT 2026

Committee Board Member	Community Outreach	Director of Oversight	Finance	Policy	Governance
TJ Helfferich		X			X
Bob Swistock			CHAIR		X
Claire Sandler	X			X	
Patricia Garcia	X	CHAIR			
Wendy Reinhardt			X		CHAIR
Aditi Fox		X	X	X	
Jan Carr	X			CHAIR	

Janice L. Carr, Board Secretary

Date

**COMMITTEE
INFO &
MINUTES**



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

Governance
Appendix #3

Approved: December 13, 2024

	Community Outreach Committee	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

