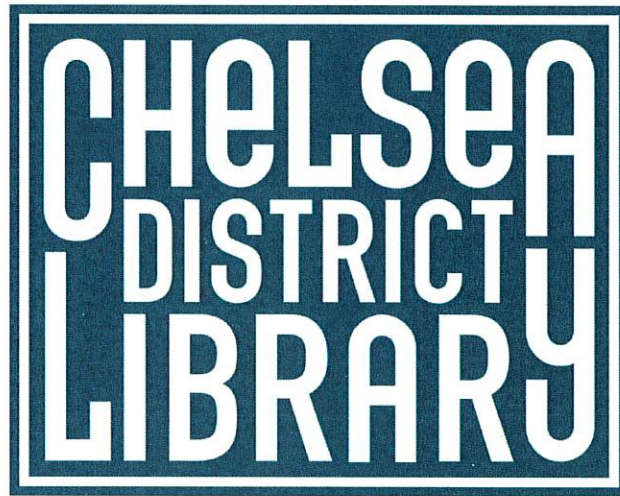


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**January 15, 2026
7:00 pm**

Private Dining Room at Silver Maples

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Thursday, January 15, 2026—7:00 p.m.
Silver Maples – Private Dining Room

AGENDA

7:00 Board Meeting

Welcome and Call to Order

Swearing in of Trustees

Signing of Conflict of Interest and Library Bill of Rights Statements

Consent Agenda Approval

- Meeting Minutes (December Regular and Closed Session)
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

7:10 Director's, Strategic Plan, and Friends Reports

7:15 Public Comment

7:20 Action Items

1. Donations
2. Board Officer and Committee Recommendations

7:30 Discussion Items

1. Governance Committee Description
2. Policies 111, 220, and 240
3. 2026 Budget Adjustments

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, December 16, 2025 6:45 p.m.

Meeting Location: McKune Room

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

Trustees Absent: P. Garcia

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.

Consent Agenda

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

All Ayes: 6-0

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Brandon is quickly getting up to speed in the Head of Technology role.
- Scott's final day is Friday and he will be celebrated at the All-Staff Meeting.

- The mugs that Lori gifted to the Trustees were made by the library's own, Jennifer Thompson.
- Digital Circ numbers are up, making up for traditional Circ numbers which are down.
- The library's decorated lamppost was put together by Shannon.
- The library continues to play its part in making Chelsea a dementia friendly community.

Friends Report Update:

- The Friends' 2026 Budget was approved last week.
- The Annual Meeting is scheduled for 10am to noon on January 24.
- The book sale was another success and the Friends also sold a World Book Junior Encyclopedia set through an independent third party.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Fox, SECONDED by B. Swistock to approve the November donations. Discussion: Noted the donation in honor of our newest trustee, Claire Sandler.

All Ayes 6-0

Action Item #2: Budget Carryovers 2025 > 2026

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the carryovers that the library has proposed from the 2025 Budget to the 2026 Budget. Discussion: Added the wording about all donations collected in December will also be carried over to the 2026 Budget, that Karen Lancaster recommended.

All Ayes 6-0

Action Item #3: 2025 Budget Adjustments

MOTION made by A. Fox, SECONDED by J. Carr to approve the budget adjustments that the library needs to make to close the 2025 Budget. Discussion: Added one adjustment to the list from November.

All Ayes 6-0

Action Item #4: 2026 Calendar of Library Operations and Holidays

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the 2026 Calendar of Library Operations and Holidays. Discussion: None

All Ayes 6-0

Action Item #5: 2026 Board Meeting Calendar

MOTION made by B. Swistock, SECONDED by J. Carr to approve the 2026 Board Meeting Calendar. Discussion: The first 4 months the Board will meet on the third Thursday instead of the third Tuesday, due to scheduling issues.

All Ayes 6-0

Action Item #6: Policies 530 Gifts Policy and 545 Requests for Proposals and Competitive Bidding

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

All Ayes 6-0

MOTION made by TJ Helfferich, SECONDED by A. Fox to move into a Closed Session. Discussion: J. Carr read a roll-call vote: TJ Helfferich, Aye; C. Sandler, Aye, W. Reinhardt, Aye; B. Swistock, Aye; A. Fox, Aye, and J. Carr, Aye.

All Ayes 6-0

Action Item #7: Director's Annual Evaluation

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the recommendations of the Director Oversight Committee, which were made during the Closed Session. Discussion: None

All Ayes 6-0

Discussion Item #1: Board Officer and Committee Recommendations

The Governance Committee shared its officer and committee recommendations with the Board. There were a few slightly changes to the committees, involving who was chairing the Community Outreach and Director Oversight Committees.

Committee Reports

Policy Committee – J. Carr announced that the next Policy meeting will take place on Tuesday, January 6.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by J. Carr, SECONDED by C. Sandler to adjourn the meeting at 7:31 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

11:24 AM
01/08/26

Type	Numt	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29985	12/10/2025	A Production Cleaning Company Inc.	16603 - CLEANING 11/23 - 12/06/25	001.001 - CSB/Operations Checking	-1,750.00	-1,750.00
Bill	16603	12/10/2025		CLEANING 11/23 - 12/06/25	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	29986	12/10/2025	Alerus Financial	2025 - Entity code nos. 409298 / 110320 - pay period starti...	001.001 - CSB/Operations Checking	-7,154.36	-7,154.36
Bill	20251123	12/09/2025		11/23/25 - 12/06/25 - PAID 12/12/25 - PR ER 5% MATCH	231.002 - Payroll Lib/401A MichER 257.005	-1,779.39	1,779.39
				11/23/25 - 12/06/25 - PAID 12/12/25 - PR EE PERSONAL CO...	702.300 - Per Svcs - Reimnt - EE 701.110	-4,336.77	4,336.77
				11/23/25 - 12/06/25 - PAID 12/12/25 - PR FLEX TO 457(b)	710.500 - Per Svcs - Fringe B ER 701.120	-1,038.20	1,038.20
TOTAL						-7,154.36	7,154.36
Bill Pmt -Check	29987	12/10/2025	Ingram Library Services	91842845	001.001 - CSB/Operations Checking	-184.25	-184.25
Bill	91842845	12/09/2025		Adult Print General	982.720 - Adult Print General	-184.25	238.75
TOTAL						-184.25	238.75
Bill Pmt -Check	29988	12/10/2025	Amazon Capital Services Inc		001.001 - CSB/Operations Checking	-1,711.84	-1,711.84
Bill	141P-MMF-L3AW	12/01/2025		BOOKS - GIANTS IN THE EARTH, CHRISTMAS AROUND T...	982.720 - Adult Print General	-54.94	54.94
Bill	11VH-F3VF-MIN3	12/04/2025		POTOMAC FEVER - BOOK	982.720 - Adult Print General	-16.77	16.77
Bill	1CGQ-GWLL-VTTW	12/04/2025		KEYBOARD AND POWER SUPPLIES	987.120 - Computers	-111.95	111.95
Bill	1POP-DWW1-MYW1	12/05/2025		BOOK - PATRON REQUEST	982.760 - Youth Print, General	-16.59	16.59
Bill	16TL-L1JF-9RTL	12/08/2025		HOLIDAY SUPPLIES	884.223 - Holiday Programs	-357.71	357.71
Bill	17PY-RNHG-33YC	12/09/2025		BOOKS	884.125 - Midwest Literary Walk	-824.21	824.21
Bill	1N8C-F3G1-QV6Q	12/09/2025		Book Club Supplies	884.125 - Book Club Supplies	-45.98	45.98
Bill	1PDN-L1X-SN6N	12/09/2025		Midwest Literary Walk	884.125 - Midwest Literary Walk	-87.90	87.90
Bill	1WJD-9CNC-RRWN	12/09/2025		General Adult Programs - BOOKS	884.126 - General Adult Programs	-195.79	195.79
TOTAL						-1,711.84	1,711.84
Bill Pmt -Check	29989	12/10/2025	Ballard, Kerry	BOOKKEEPING TO 12/12/25	001.001 - CSB/Operations Checking	-807.69	-807.69
Bill	251212	12/09/2025		BOOKKEEPING TO 12/12/25	801.040 - Bookkeeper	-807.69	807.69
TOTAL						-807.69	807.69
Bill Pmt -Check	29990	12/10/2025	Ballard, Linda P.	REIMBURSEMENT - FACIAL TISSUE	001.001 - CSB/Operations Checking	-34.75	-34.75
Bill	24-2406-LB	12/10/2025		FACIAL TISSUE	729.100 - Supplies-Cleaning-Paper 727.5...	-34.75	34.75
TOTAL						-34.75	34.75
Bill Pmt -Check	29991	12/10/2025	Bibliotheca, LLC	2025 - ANNUAL RFID CONV 04/14/26 - 04/13...	001.001 - CSB/Operations Checking	-443.42	-443.42
Bill	INV-US83781	12/04/2025		2025 - ANNUAL RFID CONV 04/14/26 - 04/13/2027, 21004909	803.390 - Computers	-221.71	221.71
				2025 - ANNUAL RFID CONV 04/14/26 - 04/13/2027, P1213496	803.390 - Computers	-221.71	221.71
TOTAL						-443.42	443.42
Bill Pmt -Check	29992	12/10/2025	Cintas Corporation-300	4251300673 ACCT# 14203324	001.001 - CSB/Operations Checking	-166.37	-166.37
Bill	4251300673	12/10/2025		RUGS	729.300 - Supplies-Cleaning Rugs 727.530	-143.79	143.79
				CLEANING SUPPLIES/ISOAP	729.200 - Supplies-Cleaning Sup 727.520	-22.58	22.58
TOTAL						-166.37	166.37

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

11:24 AM
 01/08/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	29993	12/10/2025	City of Chelsea-Elect & Water	NOV - 10/31 - 11/26/25 - UTILITIES: ELECTRICITY, WATER...	001.001 - CSB/Operations Checking		-3,455.64
Bill	25-2404-LB	12/10/2025		2025 WATER - NOV - 10/31 - 11/26/25	920.110 - City of Chelsea Water	-78.99	78.99
				2025 SEWER - NOV - 10/31 - 11/26/25	920.120 - City of Chelsea Sewer	-160.00	160.00
				2025 ELECTRICITY NOV - 10/31 - 11/26/25	920.130 - City of Chelsea Electric	-3,142.12	3,142.12
				2025 - MoBee/GARAGE - NOV - 10/31 - 11/26/25	920.131 - MoBee - Garage electricity	-47.06	47.06
				2025 - SPRINKLER - NOV - 10/31 - 11/26/25	920.150 - City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-3,455.64	
Bill Pmt -Check	29994	12/10/2025	Conyell, Lori	HEALTH REIMBURSEMENT - JULY - DEC.	001.001 - CSB/Operations Checking		-150.00
Bill	25-2056-LC	12/05/2025		6 MONTHS AT \$23 PER MONTH	989.620 - Staff In-Service & Appreciation	-150.00	150.00
TOTAL						-150.00	
Bill Pmt -Check	29995	12/10/2025	Demco Inc.	2025 - INV 7730189	001.001 - CSB/Operations Checking		-514.21
Bill	7731089	12/05/2025		REPAIR/BOOK PREP SUPPLIES	723.300 - Supplies-Matl Proc Othr 727.330	-514.21	514.21
TOTAL						-514.21	
Bill Pmt -Check	29996	12/10/2025	DK Security	195946	001.001 - CSB/Operations Checking		-150.50
Bill	185946	12/10/2025		Background Check	801.079 - Library Strategic Plan	-150.50	150.50
TOTAL						-150.50	
Bill Pmt -Check	29997	12/10/2025	Envisionware Inc	INV-US-79461 - PO 25-7184-SWR	001.001 - CSB/Operations Checking		-4,980.50
Bill	INV-US-79461	12/09/2025		SELF-CHECK REPLACEMENT	980.325 - PC Replacement	-4,980.50	4,980.50
TOTAL						-4,980.50	
Bill Pmt -Check	29998	12/10/2025	Foster Swift Collins & Smith	INV 929629 - CLIENT 21969-00002	001.001 - CSB/Operations Checking		-280.50
Bill	929629	12/08/2025		QUESTIONS AND FOIA	801.010 - Attorney	-280.50	280.50
TOTAL						-280.50	
Bill Pmt -Check	29999	12/10/2025	Ingram Library Services		001.001 - CSB/Operations Checking		-1,881.51
Bill	91775352	12/05/2025		Adult Print General	982.720 - Adult Print General	-35.69	35.69
Bill	91775353	12/05/2025		Adult Print General	982.720 - Adult Print General	-36.24	36.24
Bill	91775351	12/05/2025		Adult Print General	982.720 - Adult Print General	-35.40	35.40
Bill	91775359	12/05/2025		Adult Large Print	982.710 - Adult Large Print	-63.72	63.72
Bill	91775358	12/05/2025		Adult Large Print	982.710 - Adult Large Print	-21.90	21.90
Bill	91775354	12/05/2025		Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	91775357	12/05/2025		Adult Print General	982.720 - Adult Print General	-17.55	17.55
Bill	91775356	12/05/2025		Adult Large Print	982.710 - Adult Large Print	-41.31	41.31
Bill	91775355	12/05/2025		Adult Print General	982.720 - Adult Print General	-18.66	18.66
Bill	91775365	12/05/2025		Adult Print General	982.720 - Adult Print General	-16.50	16.50
Bill	91775360	12/05/2025		Mobile CDL - Adult	982.721 - Mobile CDL - Adult	-18.66	18.66
Bill	91775362	12/05/2025		Adult Print General	982.720 - Adult Print General	-36.24	36.24
Bill	91775361	12/05/2025		Adult Print General	982.720 - Adult Print General	-16.49	16.49
Bill	91775363	12/05/2025		Adult Print General	982.720 - Adult Print General	-28.38	28.38
Bill	91775364	12/05/2025		Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	91842843	12/05/2025		Adult Print General	982.720 - Adult Print General	-16.75	16.75
Bill	91842841	12/05/2025		Adult Print General	982.720 - Adult Print General	-17.83	17.83
Bill	91842839	12/05/2025		Adult Print General	982.720 - Adult Print General	-17.83	17.83

Chelsea District Library
Monthly Check Register
 December 1 - 13, 2025

11:24 AM
 01/08/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	91842840	12/05/2025	Adult Print General		982.720 · Adult Print General	-17.29	17.29
Bill	91842844	12/05/2025	Adult Print General		982.720 · Adult Print General	-17.58	17.58
Bill	91842846	12/05/2025	Adult Print General		982.720 · Adult Print General	-47.17	47.17
Bill	91842847	12/05/2025	Adult Print General		982.720 · Adult Print General	-17.57	17.57
Bill	91820821	12/05/2025	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-19.22	19.22
Bill	91820825	12/05/2025	Adult Print General		982.720 · Adult Print General	-17.58	17.58
Bill	91920836	12/05/2025	Adult Print General		982.720 · Adult Print General	-207.88	207.88
Bill	91920833	12/05/2025	Adult Print General		982.720 · Adult Print General	-29.20	29.20
Bill	91920834	12/05/2025	Adult Print General		982.720 · Adult Print General	-19.19	19.19
Bill	91920835	12/05/2025	Adult Print General		982.720 · Adult Print General	-32.98	32.98
Bill	91920837	12/05/2025	Adult Print General		982.720 · Adult Print General	-47.30	47.30
Bill	91920832	12/05/2025	Adult Print General		982.720 · Adult Print General	-21.90	21.90
Bill	91920838	12/05/2025	Adult Print General		982.720 · Adult Print General	-21.28	21.28
Bill	91920833	12/05/2025	Adult Print General		982.720 · Adult Print General	-14.17	14.17
Bill	91920837	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-21.61	21.61
Bill	91920832	12/05/2025	Adult Large Print		982.710 · Adult Large Print	-15.12	15.12
Bill	91920838	12/05/2025	Adult Print General		982.720 · Adult Print General	-20.99	20.99
Bill	91920833	12/05/2025	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-18.91	18.91
Bill	91920822	12/05/2025	Adult Print General		982.720 · Adult Print General	-18.66	18.66
Bill	91920839	12/05/2025	Adult Print General		982.720 · Adult Print General	-53.28	53.28
Bill	91920840	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-18.66	18.66
Bill	91920841	12/05/2025	Adult Print General		982.720 · Adult Print General	-35.14	35.14
Bill	91920842	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-21.09	21.09
Bill	91947848	12/05/2025	Adult Print General		982.720 · Adult Print General	-17.57	17.57
Bill	91947847	12/05/2025	Adult Large Print		982.710 · Adult Large Print	-23.47	23.47
Bill	91947850	12/05/2025	Adult Large Print		982.710 · Adult Large Print	-23.14	23.14
Bill	91947849	12/05/2025	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	91847852	12/05/2025	Adult Print General		982.720 · Adult Print General	-38.65	38.65
Bill	91947859	12/05/2025	Adult Print General		982.720 · Adult Print General	-187.34	187.34
Bill	91947851	12/05/2025	Adult Print General		982.720 · Adult Print General	-15.66	15.66
Bill	91947854	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-61.69	61.69
Bill	91947855	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-17.58	17.58
Bill	91947856	12/05/2025	Multiple Book Copies		982.740 · Multiple Book Copies	-12.17	12.17
Bill	91947857	12/05/2025	Adult Print General		982.720 · Adult Print General	-21.90	21.90
Bill	91947861	12/05/2025	Adult Large Print		982.710 · Adult Large Print	-21.90	21.90
Bill	91947860	12/05/2025	Adult Print General		982.720 · Adult Print General	-16.53	16.53
Bill	91762566	12/08/2025	Youth Print General		982.760 · Youth Print General	-33.28	33.28
Bill	91762561	12/08/2025	Youth Print General		982.760 · Youth Print General	-19.06	19.06
Bill	91842842	12/08/2025	Youth Print General		982.760 · Youth Print General	-15.38	15.38
Bill	91920829	12/08/2025	Youth Print General		982.760 · Youth Print General	-10.18	10.18
Bill	91920830	12/08/2025	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	91920828	12/08/2025	Youth Print General		982.760 · Youth Print General	-15.38	15.38
TOTAL						-1,881.51	1,881.51
Bill Pmt -Check	30000	12/10/2025	KANOPIY INC.	KANOPIY BORROWS - NOV 2025	001.001 · CSB/Operations Checking	-364.65	-364.65
Bill	473375-PPU	12/08/2025		2025 - KANOPIY VIDEO PLAYS - NOV	982.410 · Electronic Products/Subs	-364.65	364.65
TOTAL						-364.65	364.65
Bill Pmt -Check	30001	12/10/2025	KNIGHT TECHNOLOGY GROUP	2025 - DEC - DATTO CLOUD BACKUP - DISASTER RECO...	001.001 · CSB/Operations Checking	-1,100.00	-1,100.00
Bill	27847	12/07/2025		DEC - DATTO CLOUD BACKUP - DISASTER RECOVERY	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Check	30002	12/10/2025	Midwest Tape		001.001 · CSB/Operations Checking	-1,154.48	-1,154.48
Bill	508024030	12/05/2025		OCT-NOV BoCs	982.120 · Adult Books on Disc	-44.99	44.99
Bill	508056294	12/05/2025		AUG-NOV CDs	982.420 · Music on CD	-42.71	42.71

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

11:24 AM
 01/08/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	508056298	12/05/2025		OCT-NOV BoCs	982.120 · Adult Books on Disc	-49.99	49.99
Bill	508082020	12/05/2025		AUG-NOV CDs	982.420 · Music on CD	-11.24	11.24
Bill	508117734	12/05/2025		AUG-NOV CDs	982.420 · Music on CD	-29.98	29.98
Bill	508056300	12/05/2025		PLAYAWAYS	982.140 · Youth Books on Disc	-266.37	266.37
Bill	508056296	12/09/2025		NOV NF DVDs	982.470 · DVD Non-Fiction	-81.72	81.72
Bill	508066297	12/09/2025		NOV FEATURE DVDs	982.460 · DVD Feature	-224.90	224.90
Bill	508080906	12/09/2025		NOV FEATURE DVDs	982.460 · DVD Feature	-134.94	134.94
Bill	508117736	12/09/2025		FAMILY DVDs	982.480 · Youth Video DVD	-40.49	40.49
Bill	508082021	12/09/2025		YOUTH MUSIC CDs	982.420 · Music on CD	-97.46	97.46
Bill	508080909	12/09/2025		FAMILY DVD'S	982.480 · Youth Video DVD	-11.24	11.24
Bill	508117737	12/09/2025		FAMILY DVD'S	982.480 · Youth Video DVD	-88.97	88.97
Bill	508080907	12/10/2025		NOV NF DVDs, was 982.460, changed 12/19 bet.SP	982.470 · DVD Non-Fiction	-26.99	26.99
TOTAL						-22.48	22.48
TOTAL						-1,154.48	1,154.48
Bill Pmt -Check	30003	12/10/2025	Midwest Tape - Hoopla	508109676 - CUST # 2000016156 - NOVEMBER BORROWES	001.001 · CSB/Operations Checking		-3,783.06
Bill	508109676	12/09/2025		NOV BORROWES	982.410 · Electronic Products/Subs	-3,783.06	3,783.06
TOTAL						-3,783.06	3,783.06
Bill Pmt -Check	30004	12/10/2025	Pitney Bowes	ACCT # 0010280651 - INV 3321643779	001.001 · CSB/Operations Checking		-63.72
Bill	3321643779	12/09/2025		METER RENTAL, 10/16/25 - 01/15/26	731.200 · Other Svc-Pstg Operating 727.7...	-63.72	63.72
TOTAL						-63.72	63.72
Bill Pmt -Check	30005	12/10/2025	PLAYAWAY PRODUCTS	2025 - LAUNCHPAD REPLACEMENTS	001.001 · CSB/Operations Checking		-3,618.68
Bill	517845	12/04/2025		2026 PREPAID - AC POWER ADAPTERS - 982.485	982.485 · Playaway Views	-749.90	749.90
Bill	518495	12/04/2025		2025 - PLAYAWAYS - WONDERBOOKS	123.002 · Prepaid Payments	-202.35	202.35
Bill	517858	12/04/2025		2025 - PLAYAWAYS - WONDERBOOKS	982.485 · Playaway Views	-66.49	66.49
Bill	517515	12/04/2025		2025 - PLAYAWAYS - NEW LAUNCHPADS	982.485 · Playaway Views	-1,515.00	1,515.00
Bill	517775	12/10/2025			982.485 · Playaway Views	-1,084.94	1,084.94
TOTAL						-3,618.68	3,618.68
Bill Pmt -Check	30006	12/10/2025	Powers, Shannon H.	REIMBURSEMENT - LIGHT POLE SUPPLIES \$	001.001 · CSB/Operations Checking		-91.21
Bill	25-3815-SP	12/05/2025		LIBRARY LIGHT POLE FOR TOWN FESTIVAL \$88.18 + \$3.0...	884.222 · General Youth Programs	-91.21	91.21
TOTAL						-91.21	91.21
Bill Pmt -Check	30007	12/10/2025	Purple Rose Theatre Company Inc	CONCERT READINGS - X-5 - CUST ID - O-L1-22-73JD	001.001 · CSB/Operations Checking		-7,250.00
Bill	26-CDL-R859	12/09/2025		READINGS	884.116 · Purple Rose Concert Readings	-6,000.00	6,000.00
TOTAL						-1,250.00	1,250.00
Bill Pmt -Check	30008	12/10/2025	T-MOBILE	2025 - ACCT 975550022 - STATEMENT DATED 11/21/2025	001.001 · CSB/Operations Checking		-427.33
Bill	11212025	12/04/2025		2025 - T-MOBILE WIFI HOTSPOTS - 10/21/25 - 11/20/25	850.311 · WiFi Hotspots	-372.61	372.61
TOTAL						-54.72	54.72
Bill Pmt -Check	30009	12/10/2025	THE CRAFTED LIFE	12/07/25 - PRESENTER - MAKER CHELSEA - HOLIDAY CR...	001.001 · CSB/Operations Checking		-300.00
TOTAL						-427.33	427.33

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

11:24 AM
01/08/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	25-3810-LEB	12/04/2025		12/07/25 - PRESENTER - MAKER CHELSEA - HOLIDAY CRA...	884.119 - General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	30010	12/10/2025	The Library Network	2025 - INV 77006, ACCT NUMBER CHEL#216	001.001 - CSB/Operations Checking		-10,849.15
Bill	77006	12/04/2025		ITEM LINKED CHARGES	965.100 - Bibliographic Database	-1,434.13	1,434.13
				BASIC FEE - 10/25 - 12/25, was 962.200, error, changed to 96...	965.200 - Shared Automation System	-6,167.21	6,167.21
				CIRCULATION CHARGES - 10/25 - 12/25, was 892.200, error...	965.200 - Shared Automation System	-3,247.81	3,247.81
TOTAL						-10,849.15	10,849.15
Bill Pmt -Check	30011	12/10/2025	Travelers	ACCT 8213C9182 - LIABILITY, CRIME 2026 - KAPNICK & CO	001.001 - CSB/Operations Checking		-1,202.00
Bill	8213C9182	12/10/2025		2024 Liability Insurance - Renewal - CRIME 12/18/25 - 12/18/26	966.100 - General Liability Ins	-1,202.00	1,202.00
TOTAL						-1,202.00	1,202.00
Bill Pmt -Check	30012	12/10/2025	Unique Management Services Inc	2025 - 6147454 CLIENT # 1954 - COLLECTION FEES (PLAC...	001.001 - CSB/Operations Checking		-80.55
Bill	6147454	12/08/2025		2025 NOV - COLLECTION FEES (PLACEMENTS)	801.080 - Collection Fees	-80.55	80.55
TOTAL						-80.55	80.55
Bill Pmt -Check	30013	12/10/2025	Whitmarsh, Susan	DEC/JAN/FEB WINTER WELLNESS PROGRAM	001.001 - CSB/Operations Checking		-200.00
Bill	20251211	12/09/2025		2025 - WINTER WELLNESS - 12/11/25 (2026 EVENTS ON S...	884.119 - General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	30014	12/10/2025	WILDESIGN, LLC.	983 MLW RETRACTABLE BANNER DESIGN	001.001 - CSB/Operations Checking		-255.00
Bill	983	12/08/2025		MLW RETRACTABLE BANNER DESIGN - was 801.071, chan...	880.521 - Graphic Design Services	-255.00	255.00
TOTAL						-255.00	255.00
Bill Pmt -Check	30015	12/11/2025	Blue Care Network of Michigan	2025 - GROUP 00277068 SUBGROUP 0002 - COVERAGE J...	001.001 - CSB/Operations Checking		-3,168.28
Bill	253430073361	12/11/2025		JAN - 01/01/26 - 01/31/2026 - MED INS - 710.200	123.002 - Prepaid Payments	-3,168.28	3,168.28
TOTAL						-3,168.28	3,168.28
Bill Pmt -Check	30016	12/11/2025	THOMPSON, JENNIFER	OUT OF ROUND MUGS - STAFF HOLIDAY GIFTS	001.001 - CSB/Operations Checking		-1,000.00
Bill	25-4164	12/11/2025		OUT OF ROUND MUGS - STAFF HOLIDAY GIFTS	969.620 - Staff In-Service & Appreciation	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	30017	12/11/2025	ROBERT'S PAINT & BODY	VOID: REPAIR	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30018	12/11/2025	ROBERT'S PAINT & BODY	REPAIR - RO NUMBER 61922	001.001 - CSB/Operations Checking		-4,589.02
Bill	MOBEE	12/11/2025		REPAIR - DOOR AND RUST	803.010 - Maint Svc Contingency	-4,589.02	4,589.02
TOTAL						-4,589.02	4,589.02

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount	
Bill Print - Check	30019	12/11/2025	Chelsea House Victorian Inn		001.001 - CSB/Operations Checking		-540.00	
Bill	M7476D4K	12/11/2025		OPERA PROJECT - LODGING	884.413 - The Opera Project	-540.00	540.00	
TOTAL							-540.00	540.00
Bill Print - Check	30020	12/12/2025	KeyBank		001.001 - CSB/Operations Checking		-8,059.05	
Bill	20260106	12/12/2025		THE GARDEN MILL - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				BUMBLE DRY GOODS - GIFT CARDS	885.100 - Programs	-49.89	50.00	
				SERENDIPITY BOOKS - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				ZOU ZOU'S - GIFT CARDS	885.100 - Programs	-51.88	52.00	
				CULTURE CREATIONS - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				FARM SUDDZ - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				COTTAGE RABBIT - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				CHELSEA WELLNESS - OCT HEALTH STIPEND, MEMBERS,	969.620 - Staff In-Service & Appreciation	-149.70	150.00	
				COMMON GRILL - GIFT CARDS AND VOLUNTEER OF THE ...	885.100 - Programs	-179.64	180.00	
				CHELSEA BAKERY - GIFT CARDS	885.100 - Programs	-49.90	50.00	
				PLAYBOOK BUILDER - HR SOFTWARE	967.200 - Equipment Software	-169.65	170.00	
				META - FB - CDL SONGFEST AD	880.110 - Media Buy	-21.03	21.07	
				4IMPRIINT - 1000 BOOKS BEFORE KINDERGARTEN BAGS	880.510 - General Purchased Services	-505.65	506.68	
				JIMMY JOHNS - CITY OF CHELSEA WORKERS (BANNERS)	880.320 - Misc Marketing Supplies	-209.76	210.19	
				SIGNS IN 1 DAY - HOMETOWN HOLIDAY BANNERS	880.130 - Signs/Banners/Posters	-159.68	160.00	
				VISTAPRINT - RETRACTABLE BANNER REPLACEMENT	880.412 - Midwest Literary Walk	-190.40	190.79	
				BAMBU LABS - 3D PRINTING SUPPLIES/SERVICES ???	884.602 - Technology Programs - Supplies	-97.26	97.46	
				COTTAGE INN - TEEN REFRESHMENTS	884.276 - Teen Event Supplies	-82.17	82.34	
				POLLYS - YOUTH PROGRAM SNACKS (\$26.50 + \$25.65 = \$...	884.272 - Teen General Programs	-26.44	26.50	
				POLLYS - YOUTH PROGRAM SNACKS (\$26.50 + \$25.65 = \$...	884.276 - Teen Event Supplies	-25.60	25.65	
				POLLYS - SNACKS, TWEEN BOOK CLUB 11/18	884.222 - General Youth Programs	-17.72	17.75	
				MICHAELS - TEEN HOLIDAY PROGRAMS	884.273 - Teen Holiday Programs	-76.36	76.51	
				MICHAELS.COM - TEEN HOLIDAY PROGRAMS (answered ...	884.273 - Teen Holiday Programs	-82.94	83.06	
				CLEARYS - VENUE MEETING WITH RHF	884.411 - Songfest	-68.83	68.97	
				PINKNEY ACE HARDWARE - TOWN LIGHTPOLE SUPPLIES	884.222 - General Youth Programs	-23.47	23.52	
				POLLYS - TEEN PROGRAMS	884.264 - Teen General Programs	-43.16	43.25	
				MICHAELS - TEEN HOLIDAY PROGRAMS (answered 12/15)	884.273 - Teen Holiday Programs	-36.89	36.97	
				POLLYS - TEEN HOLIDAY PROGRAMS	884.273 - Teen Holiday Programs	-47.10	47.10	
				JETS PIZZA - OPERA PROJECT SUPPLIES	884.413 - The Opera Project	-170.93	171.28	
				WEBERS - OPERA PROJECT, JOY JAN JONES LODGING	884.413 - The Opera Project	-395.00	395.00	
				COMMON GRILL - OPERA PROJECT, JOY JAN JONES MEA...	884.413 - The Opera Project	-99.80	100.00	
				COMMON GRILL - OPERA PROJECT, JOY JAN JONES MEA...	884.413 - The Opera Project	-39.94	40.02	
				WHOLE FOODS - SONG FEST SUPPLIES	884.411 - Songfest	-61.00	61.12	
				HOTELBOOKING.COM - SERVICE FEE, FREEDY (\$17.99 + ...	884.411 - Songfest	-17.99	17.99	
				WEBERS - SONG FEST, FREEDY, LODGING	884.411 - Songfest	-486.18	486.18	
				HOTELBOOKING.COM - SERVICE FEE, FREEDY (\$17.99 + ...	884.411 - Songfest	-188.05	188.43	
				PANERA - DEMENTIA FRIENDLY COMMUNITY SUPPLIES	960.200 - Director Expense	-302.91	303.53	
				GIFT CARDS - TY SOUND VOLUNTEERS	884.411 - Songfest	-199.59	200.00	
				ART TO FRAMES - FRAMES FOR SILVER MAPLE EXHIBIT	884.801 - Exhibits	-260.66	261.19	
				MLW MTG - CORYELL, POWERS, SERENDIPITY BOOKS	960.200 - Director Expense	-67.21	67.35	
				LOS TRES AMIGOS - BUDGET RECONCILIATION, POWER...	969.620 - Staff In-Service & Appreciation	-44.64	44.64	
				CLEARYS - EXHIBIT MTG, MUJR, KRUEGER, CORYELL	884.980 - Exhibits - Restricted	-74.81	74.96	
				20026 - WORLD MARKET - DIRECTOR'S TEA SUPPLIES, 96...	123.002 - Prepaid Payments	-36.98	37.06	
				CLEARYS - SUCCESSION PLAN MTG, KRUEGER, POWE...	969.620 - Staff In-Service & Appreciation	-74.51	74.66	
				CASPIO - WEBSITE HOSTING, OBIT/SOC 11/15/25 - 11/14/...	803.395 - Website Hosting & Service	-2,570.57	2,575.80	
				XIBO - CMS CLOUD HOSTING (LONDON, UK)	803.395 - Website Hosting & Service	-12.94	12.97	
				ZOOM - VIDEO CONFERENCE SOFTWARE NOVEMBER	967.200 - Equipment Software	-39.50	39.50	
				DELL - POWER CORD WITH ADAPTER	967.200 - Computers	-42.30	42.30	
				TECHSMITH - CAMTASIA SUBSCRIPTION THROUGH 12/07...	967.200 - Equipment Software	-280.70	281.28	
				XIBO - CMS CLOUD HOSTING (LONDON, UK)	803.395 - Website Hosting & Service	-0.39	0.39	
TOTAL							-8,059.05	8,075.45
Bill Print - Check	30021	12/12/2025	Verizon Wireless		001.001 - CSB/Operations Checking		-686.87	
Bill	6129643707	12/12/2025		HOT SPOTS - 10/29 - 11/28/25 (11/28 - 12/28/25)	850.311 - WiFi Hotspots	-565.59	565.59	

Chelsea District Library
Monthly Check Register

December 1 - 13, 2025

11:24 AM
 01/08/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				IT CELL PHONE - 10/29 - 11/28/25 (11/29 - 12/28/25)	850.121 - IT Cell Phone	-51.05	51.05
				MOBEE WIFI + HOTSPOT 10/29 - 11/28/25 (11/29 - 12/28/25)	850.310 - Internet	-80.22	80.22
TOTAL						-686.87	686.87

Chelsea District Library
Donation and Restricted
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	981	751	230
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	26,855	22,508	4,347
674.140 · Designated Capital	15,579	15,579	0
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	69,535	65,258	4,277
Total Income	69,535	65,258	4,277
Gross Profit	69,535	65,258	4,277
Expense			
727.000 · Supplies 727			
732.900 · Supplies-MNT-Restr Gifts 727.90	100	100	0
Total 727.000 · Supplies 727	100	100	0
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	1,000	(10)
Total 884.400 · Music Focus	2,980	3,000	(20)
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	1,250	1,250	0
884.927 · Adult Prog Rest Gifts SRP	752	750	2
Total 884.910 · Adult Programming Restricted	3,502	3,500	2

Chelsea District Library
Donation and Restricted
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	237	450	(213)
884.926 · Youth Prog Rest Gifts SRP	3,770	3,770	0
Total 884.920 · Youth Programming Restricted	4,007	4,220	(213)
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	13,539	13,770	(231)
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	250	250	0
982.920 · Youth Collection Restricted	20	20	0
Total 982.000 · Collection Expense	270	270	0
Total Expense	17,411	17,890	(479)
Net Ordinary Income	52,124	47,368	4,756
Net Income	52,124	47,368	4,756

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

TOTAL

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue	980,681	954,732	359,888	9,086	(351)	80,428	2,187	0	3,695	(616)	11	156,562	2,540,253	2,388,201	152,052	106%
540.100 · State Aid	0	0	86,822	0	0	0	8,872	0	0	0	0	0	95,694	92,000	3,694	104%
574.100 · Penal Fines	0	0	0	0	0	0	0	12,034	0	0	0	0	12,034	10,000	2,034	120%
645.100 · Copiers & Printers	0	508	404	430	687	430	496	187	707	350	310	365	4,874	4,000	874	122%
657.100 · Non-Resident Fees	0	156	250	125	1,531	0	0	0	0	83	0	15	2,145	4,000	(1,855)	54%
657.100 · ILL Fees/Collection Agency/Rec	0	15	15	45	330	0	45	15	15	15	30	15	540	600	(60)	90%
665.000 · Bank Interest	84	82	69	41	44	30	41	27	26	23	37	35	539	800	(261)	67%
665.100 · Investment Gains/Losses	3,953	21,212	5,654	8,194	7,733	5,880	7,701	14,786	7,582	9,007	7,469	5,098	104,269	72,000	32,269	145%
669.000 · Investment Value Change	1,422	1,829	1,497	806	(1,592)	2,083	(1,279)	2,723	987	(238)	249	424	6,047	0	6,047	100%
671.000 · Misc Income & Refunds	1,250	0	2,500	1,250	1,250	6,450	2,500	0	0	0	0	(7)	8,743	15,000	(6,257)	58%
674.000 · Revenue Contribution & Donation	17,450	1,975	7,535	1,290	1,451	6,450	1,080	280	550	12,020	14,049	5,405	69,535	65,258	4,277	107%
Total Income	1,001,996	980,509	458,634	21,217	11,083	95,301	21,643	30,052	13,542	20,644	22,155	167,897	2,844,673	2,651,859	192,814	107%
Expense																
701.000 · Personnel Svcs Control Acct 701	73,746	102,758	107,559	104,934	150,738	103,448	106,463	104,151	103,513	155,856	109,490	105,619	1,328,275	1,377,309	(49,034)	96%
727.000 · Supplies	1,812	624	613	639	1,994	370	2,483	1,875	674	575	482	1,948	14,089	18,200	(4,111)	77%
731.000 · Other Svc - Postage	0	65	0	0	64	531	128	0	64	0	0	71	923	900	23	103%
732.000 · Supplies-Maintenance	52	344	1,077	0	0	243	102	158	52	291	0	10	2,329	3,000	(671)	78%
758.000 · FUEL - DIESEL	0	33	0	162	34	0	35	0	0	0	63	0	327	750	(423)	44%
801.000 · Professional & Contractual Svcs	2,122	3,451	3,041	2,472	2,713	22,657	8,441	4,222	2,046	3,283	3,245	2,972	60,665	61,802	(937)	98%
802.000 · Admin-Fees & Misc Costs	97	6	7	47	379	43	63	41	40	114	42	60	939	1,540	(601)	61%
803.000 · Maintenance Service Contracts	9,536	8,774	8,020	30,107	19,626	10,249	11,519	8,654	9,187	14,394	15,069	8,717	153,852	186,860	(33,008)	82%
850.000 · Telecommunications	2,503	(295)	2,153	3,882	1,543	2,040	2,032	2,949	2,507	4,277	4,111	1,817	29,519	46,420	(16,901)	64%
880.000 · Promotional Materials	7,093	12,077	7,041	8,779	5,586	2,117	3,786	7,153	6,979	9,033	7,656	2,385	79,695	85,150	(5,455)	94%
884.000 · Programming	10,910	4,467	58,941	8,954	8,072	8,251	3,391	11,097	3,415	12,230	6,802	14,941	151,471	159,695	(8,224)	95%
885.000 · Volunteer	4	60	0	326	36	7	25	0	0	0	1,943	644	3,045	3,000	45	102%
920.000 · Utilities	0	5,970	5,954	4,835	4,688	4,919	5,890	10,090	9,180	8,260	5,864	4,510	70,160	78,950	(8,790)	89%
960.000 · Board & Director Expense	87	182	221	229	502	123	1,802	41	21	271	341	387	4,207	4,110	97	102%
965.000 · Automation Services	13,592	0	0	10,987	0	0	0	11,774	0	0	0	11,427	46,890	51,968	(5,078)	90%
966.000 · Insurance	0	0	3,043	3,895	0	0	0	144	0	83	0	17,951	25,116	25,418	(302)	98%
967.000 · Equipment	245	9,646	1,493	2,570	1,326	488	4,613	619	6,480	707	7,925	773	36,885	55,690	(18,805)	66%
969.000 · CE, Staff Development & Travel	1,021	1,592	5,534	2,973	526	1,012	2,415	2,095	754	1,246	2,072	2,292	23,532	29,521	(5,989)	80%
970.000 · Capital Expense	76,308	18,617	36,204	616	59,688	160	4,785	3,824	(3,179)	2,520	(7,219)	5,881	200,185	241,507	(41,322)	83%
982.000 · Collection Expense	9,043	9,867	59,994	14,419	17,856	8,759	16,906	21,994	14,069	18,786	19,797	27,324	238,814	267,946	(29,132)	89%
991.004 · Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	7,650	7,650	0	0%	
991.450 · DEBT PRINCIPAL - GASB96 SBITA	3,653	0	0	0	0	0	0	0	0	0	0	(716)	2,937	0	(1)	0%
994.000 · Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	0	498	498	0	0%	
994.450 · DEBT INTEREST - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	716	716	0	0%	
Total Expense	211,824	178,238	302,895	199,936	275,351	165,417	174,879	190,881	155,802	231,926	177,683	217,887	2,482,719	2,689,536	(216,817)	92%
Net Ordinary Income	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,236)	(160,829)	(142,260)	(211,282)	(155,528)	(49,990)	361,954	(47,877)	408,631	
Other Income/Expense																
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	46,800	(46,800)	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	46,801	(46,801)	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	(46,801)	46,801	0%
Net Other Income	790,172	802,271	155,739	(178,719)	(264,268)	(70,116)	(153,236)	(160,829)	(142,260)	(211,282)	(155,528)	(49,990)	361,954	(94,478)	456,432	
Net Income																

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

	Jan - Dec 25	Jan - Dec 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	2,540,253.65	2,209,174.79	331,078.86	14.99%
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	4,873.97	4,870.76	3.21	0.07%
657.100 · Non-Resident Fees 607.100	2,145.00	3,828.12	-1,683.12	-43.97%
657.200 · ILL Fees/Collection Agency Rec	540.00	730.00	-190.00	-26.03%
665.000 · Bank Interest 665.100	539.99	1,163.87	-623.88	-53.6%
665.100 · Investment Gains/Losses 666.100	104,268.40	78,107.15	26,161.25	33.49%
669.000 · Investment Value Change 665.500	6,047.40	4,344.92	1,702.48	39.18%
670.000 · Change CFofSEMI Invest 666.510	0.00	4,326.00	-4,326.00	-100.0%
671.000 · Misc Income & Refunds 606.000	8,742.78	16,794.45	-8,051.67	-47.94%
674.000 · Revenue Contribution & Donation	69,534.68	41,587.74	27,946.94	67.2%
675.000 · Private Grant Sources	0.00	232.05	-232.05	-100.0%
699.000 · TRANSFER IN FROM OTHER FUND	0.00	71,766.13	-71,766.13	-100.0%
Total Income	2,844,673.54	2,523,789.75	320,883.79	12.71%
Gross Profit	2,844,673.54	2,523,789.75	320,883.79	12.71%
Expense				
701.000 · Personnel Svcs Control Acct 701	1,328,273.88	1,283,507.87	44,766.01	3.49%
727.000 · Supplies 727	14,089.17	11,562.39	2,526.78	21.85%
731.000 · Other Svc - Postage 727.700	923.08	899.13	23.95	2.66%
732.000 · Supplies-Maintenance 727.800	2,328.94	1,909.45	419.49	21.97%
758.000 · FUEL - DIESEL	327.12	652.07	-324.95	-49.83%
801.000 · Professional & Contractual Svcs	60,667.85	85,533.94	-24,866.09	-29.07%
802.000 · Admin-Fees & Misc Costs 801.300	940.11	708.31	231.80	32.73%
803.000 · Maintenance Service Contracts	153,852.69	125,961.42	27,891.27	22.14%
850.000 · Telecommunications	29,517.69	32,055.51	-2,537.82	-7.92%
880.000 · Promotional Materials	79,694.66	78,672.01	1,022.65	1.3%
884.000 · Programming	151,473.06	148,132.36	3,340.70	2.26%
885.000 · Volunteer	3,044.61	2,492.49	552.12	22.15%
920.000 · Utilities	70,160.71	60,759.40	9,401.31	15.47%
960.000 · Board & Director Expense	4,206.55	3,664.17	542.38	14.8%
965.000 · Automation Services	46,890.26	44,507.85	2,382.41	5.35%
966.000 · Insurance 801.200	25,116.00	22,839.00	2,277.00	9.97%
967.000 · Equipment	36,885.49	18,254.55	18,630.94	102.06%
969.000 · CE, Staff Development & Travel	23,531.79	27,244.29	-3,712.50	-13.63%
970.000 · Capital Expense 980.00	200,184.66	228,960.04	-28,775.38	-12.57%
982.000 · Collection Expense	238,813.18	195,996.21	42,816.97	21.85%
991.004 · Debt Principal - Leases GASB87	7,650.00	7,434.00	216.00	2.91%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	2,937.00	2,570.00	367.00	14.28%
994.000 · Debt Interest - GASB87	498.00	714.00	-216.00	-30.25%
994.450 · DEBT INTEREST - GASB96 SBITA	716.00	844.00	-128.00	-15.17%
Total Expense	2,482,722.50	2,385,874.46	96,848.04	4.06%
Net Ordinary Income	361,951.04	137,915.29	224,035.75	162.44%
Net Income	361,951.04	137,915.29	224,035.75	162.44%

7.0
CHELSEA DISTRICT LIBRARY

Fund Balances
 December 31, 2025

	Beginning Balance	Net Change	Ending Balance
General Fund			
LOCAL BANKS BALANCES			
Checking Account/ Chelsea State Bank	001.001 \$222,717.76	-\$51,509.17	\$171,208.59
Paypal Account	003.002 \$170.00	\$230.00	\$400.00
Cash on Hand	<u>\$222,887.76</u>	<u>-\$51,279.17</u>	<u>\$171,608.59</u>
Ameriprise Account			
MMF - Interest and earnings	017.003 \$1,105,872.28	5,522.23	\$1,111,394.51
MMF - Deposits and withdrawals	017.003 \$0.00	\$0.00	\$0.00
Fixed Income Fund	017.004 \$957,658.42	\$0.00	\$957,658.42
Investment Partners Total	<u>\$2,063,530.70</u>	<u>\$5,522.23</u>	<u>\$2,069,052.93</u>
Total General Fund	<u>\$2,286,418.46</u>	<u>-\$45,756.94</u>	<u>\$2,240,661.52</u>

8.1

Ameriprise December 31, 2025
Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/24						\$1,838,737.13
01/31/25	\$1,838,737.13	\$600,000.00	\$3,953.22	-\$1,421.90	\$0.00	\$2,441,268.45
02/29/25	\$2,441,268.45	\$670,000.00	\$21,211.80	\$1,828.50	\$0.00	\$3,134,308.75
03/31/25	\$3,134,308.75	\$300,000.00	\$5,653.94	\$1,496.90	\$0.00	\$3,441,459.59
04/30/25	\$3,441,459.59	\$0.00	\$8,194.08	\$806.10	\$200,000.00	\$3,250,459.77
05/31/25	\$3,250,459.77	\$0.00	\$7,732.52	-\$1,591.67	\$250,000.00	\$3,006,600.62
06/30/25	\$3,006,600.62	\$0.00	\$5,879.83	\$2,082.62	\$200,000.00	\$2,814,563.07
07/31/25	\$2,814,563.07	\$0.00	\$7,700.75	-\$1,278.96		\$2,820,984.86
08/31/25	\$2,820,984.86	\$0.00	\$14,786.28	\$2,723.24	\$200,000.00	\$2,638,494.38
09/30/25	\$2,638,494.38	\$0.00	\$7,581.67	\$966.94	\$200,000.00	\$2,447,042.99
10/31/25	\$2,447,042.99	\$0.00	\$9,007.30	-\$237.50	\$200,000.00	\$2,255,812.79
11/30/25	\$2,255,812.79	\$0.00	\$7,469.03	\$248.88	\$200,000.00	\$2,063,530.70
12/31/25	\$2,063,530.70	\$0.00	\$5,097.98	\$424.25	\$0.00	\$2,069,052.93
Balance YTD	\$1,838,737.13	\$1,570,000.00	\$104,268.40	\$6,047.40	\$1,450,000.00	\$2,069,052.93
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

DIRECTOR'S REPORT

Library Director's Report
Respectfully submitted for January 2026 board meeting

Staff Announcements

Staff Work Anniversaries

Administrative Assistant Chris Berggren, nine years on January 3

Technology Specialist Everett Mayes, four years on January 4

Youth/Teen Librarian Jessica Zubik, twelve years on January 13

Library Assistant Jennifer Thompson, four years on January 11

Congratulations one and all!

Director's Role: A Refresher

The beginning of a new term for CDL board members provides us the opportunity for a reminder on what it means to be a trustee of the Chelsea District Library.

It is my hope that we continue our relationship in an environment of open and transparent communication, shared visions and values, and trust and mutual respect. Since we are starting another board term, I thought it might be helpful to highlight my role here at CDL and lines of authority.

As stated in CDL governing docs, the Director is responsible for library operations, and the Board is charged with approving the annual budget, overseeing the work of the director, and maintaining policies governing the library.

Role of Library Director

"The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board an annual report after the approval of the previous year's audit, including the financial statements; and for keeping trustees informed, in a manner and at times specified by the Board, of activities and needs relevant to the responsibilities of the Board" (Article VII, Section 2).

Per Policy #550 Financial Policies.

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

Here's to another spectacular year working together for the good of the CDL community!

OverDrive Download Destination Annual Stats for 2025

The Library Network (TLN) reports that patrons checked out a total of 2,383,591 titles through the TLN-provided OverDrive service in 2025). This represents a 13% increase over 2024.

Martin Luther King, Jr Day of Service

Thanks to the board's decision to close the building on Martin Luther King, Jr. Day (January 19), staff will once again be out in the community with service projects. We will plan, prep, and prepare meals at the Ronald McDonald House at UM Hospital on both Sunday, January 18 and Monday, January 19. Other staff will partake in projects including Food Gatherers Lunches with Love.

Thank you for allowing staff this opportunity to give back to the community!

Strategic Plan 2024-28 Progress in December 2025

1.1 Provide a welcoming place for all

- Library Director starts Cuppa Conversations to enhance community connections and give another avenue for patron feedback.

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
- In 2025 we were covered in multiple news publications including The Sun Times News, Chelsea Update, Chelsea Guardian, and the Ann Arbor Observer. We issued eleven press releases and had over 140 links on Chelsea Update with our program graphics.

2.1 Plan for staff succession & cultivate future library leaders

- Head of Marketing & Outreach completed *Library Journal's* Demonstrating the Impact of Libraries 16-hour online class.

3.1 Prepare a strategy for the 2029 millage

- Head of Marketing & Outreach completed *Library Journal's* Demonstrating the Impact of Libraries 16-hour online class.

Out and About: Meetings/Activities Attended December 2025

- Chelsea Area Chamber Board meeting – December 18
- Rotary meetings – December 2, 9 & 16
- Chamber tree lighting – December 5
- Culver's anniversary party – December 8
- Friends board meeting – December 9
- Walk to School Wednesday – December 17
- Chamber Gingerbread Houses – December 13

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

Facility updates

- We had a few outstanding annual inspections this month as the year winds down:
 - Johnson Controls was out to inspect the chilled water and boiler pumps due to one of the couplings going bad. The system also needs more neutralizer to reduce acid in the condensate. He will provide a quote for repair and we will schedule this for January.
 - We had the annual plumbing inspection this month. There were five toilets in need of new flush valves. They will be changed from automatic back to manual flush as manual is less prone to issues and more cost effective. The plumber also found that the backflow on the boiler water needed to be updated. All of these repairs will be scheduled for early January.
 - Kleinschmidt Roofing was scheduled to do the annual roof inspection but due to the snow and ice, did not make it before the end of the month. They will reschedule for January, weather permitting.
 - A Production Building Services, our cleaning/janitorial contractor, cleaned most of the office and public upholstered chairs this month.
 - The elevator required a service visit due to a power outage.

Volunteers

In December we had 217 book sale hours and 36 non-book sale hours, for a total of 253 hours. *Our totals for 2025 were 1284.5 non-book sale hours and 2520 for the book sale.*

HR- As December came to a close, we said goodbye to Scott at our annual holiday staff meeting with a small party and some gifts that will help with his transition to warmer climates- swim trunks, sunglasses, flip-flops, some fun hats and t-shirts. We will miss him!

Programs and meetings

I hosted our annual volunteer appreciation event this month and it was extra special due to Daphne Hodder receiving the Friend of the Year award. Most of her family and many of her friends were in attendance, and her remarks revealed how honored and moved she was to receive this award after so many years of volunteering here at CDL. It was fun to meet so many of her family and friends, and hear their stories. What a lovely way to close out our volunteer services for 2025!

December is also the big push to finalize our financial year, with the 2025-26 carry overs and budget adjustments going to the board for approval. By the time the holidays arrive, I really appreciate the break from spreadsheets and computer screens!

Respectfully submitted, Linda Ballard, Assistant Director

December Highlights

- This month the Library participated in many town events and activities, including various Hometown Holidays activities (the Chamber of Commerce's December series of events). In conjunction with Hometown Holidays, we offered annual favorites such as Teen and Tween Gift Making and Nutcracker Ballet Storytime, and even revisited some older programs like Sonic Sundays.
- Spring programming planning is due in December, so while staff joined in the wintery festivities, we were also planning for our major spring events such as Authors in Chelsea, Midwest Literary Walk, and more.
- December is also the end of our fiscal year, so significant time was devoted to end of year purchasing and ensuring the ISD budget lines were all in order. With the closure of Baker and Taylor, we fully transitioned ordering to Ingram and enrolled in their standing order programs to replace B&T provided programs.
- Two new (small) collections hit the shelves in December: the Teen Classics Collection and the Decodables Collection. These Teen Classic Collection consists of classic texts aimed at 9th and 10th grade students and resides in Teenspace. About a third of the books are now on the shelf, and the other 2/3rds are in process awaiting new records in our catalog. The Decodables Collection will eventually replace our Levelled Readers collection as the school districts and homeschoolers move away from levelled reading and focus instead on phonics based books (Decodable Books, as they are now called). The Decodables Collection is currently shelved next to the Levelled Readers collection, allowing parents to make use of both resources.

Meetings, Presentations, and Outreach

- In December, I attended the Chamber Holiday party and helped staff the Chamber's Gingerbread Decorating Workshop.
- I met with Eli Zemper from Curiouser Clay to discuss a community-wide art initiative she is planning.
- I met with a representative from Michigan Friends Center who is interested in partnering on a spring presentation about the impact of AI on the environment.

Program Attendance

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

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

12/3/2025	Reading Glasses Book Club	7		
12/7/2025	makerChelsea: Holiday crafts	21		
12/9/2025	Merry Makerspace	8		
12/10/2025	Books & Banter	10		
12/11/2025	Winter Wellness	23		
12/13/2025	Merry Makerspace: Adult Edition	9		
12/14/2025	Sonic Sundays: Kedron	25		
	<i>Adult Program Totals</i>	103		
	Early Literacy Program Attendance			
12/2/2025	Babytime	25		
12/4/2025	Nutcracker Ballet Storytime session 1	28		
12/4/2025	Nutcracker Ballet Storytime session 2	60		
12/9/2025	Babytime	10		
12/11/2025	Toddler time	25		
12/12/2025	Preschool Storytime	9		
12/16/2025	Babytime	18		
12/18/2025	Toddler time	18		
12/19/2025	Preschool Storytime	9		
	<i>Early Literacy Programs Total</i>	202		
	Youth Program Attendance			
12/1/2025	Lego Club	20		
12/2/2025	The Rookery Chess Club	14		
12/6/2025	Tween & Teen Homemade Gifts for the Holidays	28		
12/9/2025	The Rookery Chess Club	9		
12/15/2025	Youth Creativity Zine	0		
12/18/2025	Read to Library Dogs	8		
	<i>Youth Program Totals</i>	79		
	Teen Program Attendance			
12/11/2025	Holiday Houses	6		
12/12/2025	Merry Makerspace: Teen Edition	8		
12/16/2025	Pizza & Paperbacks	3		
	<i>Teen Program Totals</i>	17		

Outreach Program Attendance					
12/1/2025	CSC Walk (adult)	8			
12/2/2025	BLANK The Librarian (teen)	196			
12/9/2025	Storytime @ ECC (youth)	28			
12/10/2025	Storytime @ First Steps (youth)	10			
12/11/2025	Storytime @ ECC (youth)	11			
12/11/2025	Silver Maples Book Club (adult)	8			
12/12/2025	SLC Storytime (adult)	5			
12/16/2025	Storytime @ ECC (youth)	35			
12/18/2025	Pines Book Club (adult)	8			
12/19/2025	Storytime @ Mudpies (youth)	36			
	<i>Outreach Program Totals</i>	337			
Mobee Visit Program Attendance					
12/2/25	Pines	6			
12/8/2025	Culver's 4th Anniversary	8			
12/8/25	CRC Dancey	4			
12/22/25	Silver Maples	7			
	<i>Mobee Totals</i>	25			

Walk to School Wednesdays			
12/3/2025	Walk to School Wednesdays	5	
12/17/2025	Walk to School Wednesdays	13	
	<i>WtSWTotals</i>	18	

Ingenuity Engine

One-One Appointment Stats

Number of attendees at appointments & tours	94
Number of Unique Users	65

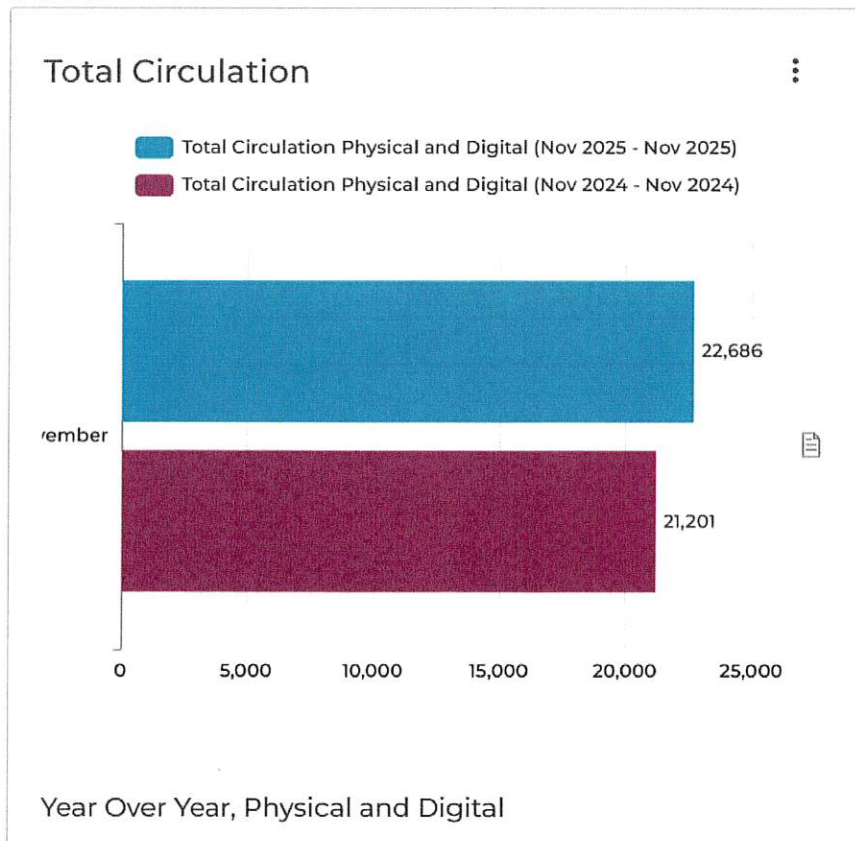
Reference, Collections, Deliveries, and Other

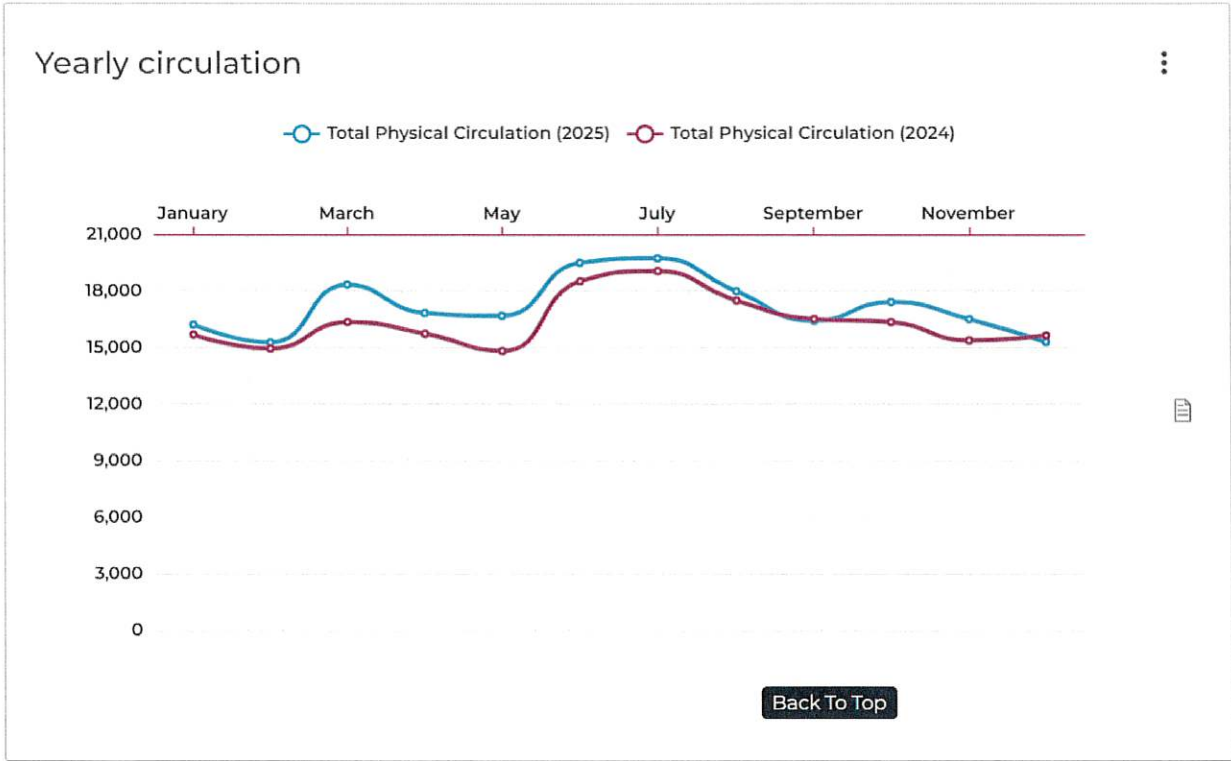
Services	December 25*
Reference Questions	1030
CDL Delivers & Deposit Book Deliveries	11

*The Chelsea District Library was closed on Wednesday, Dec. 24 and Dec. 25 for Christmas Eve and Christmas Day. The Library was also closed Wednesday, Dec. 31 for New Year's Eve.

Collections Usage

In November's board report we reported that circulation of physical items had decreased. In December, we discovered some discrepancies in reports being sent from CARL/ TLN to Library IQ. TLN sent updated and correct reports to Library IQ, and I'm pleased to report that circulation of all materials, even physical, has actually increased in the last twelve months compared to the previous year's 12 month period.

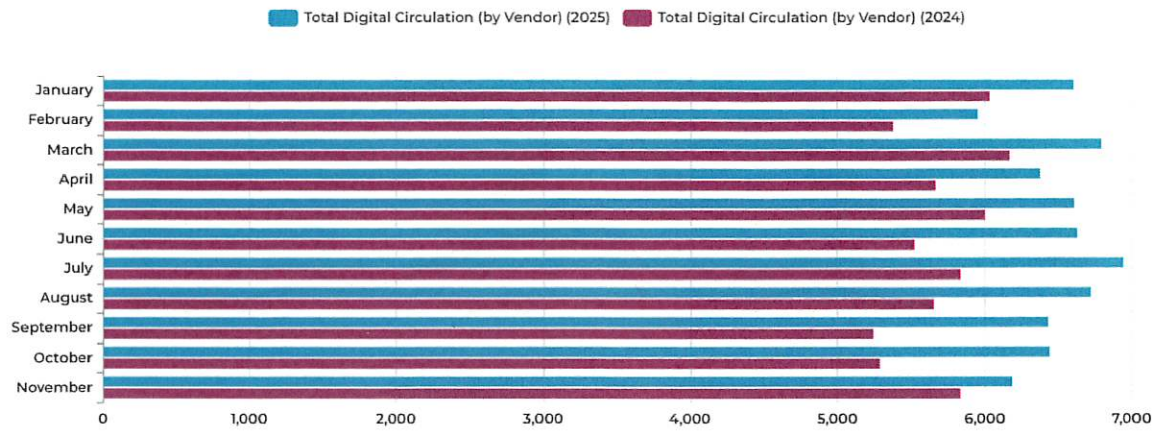




Physical Circulation Year Over Year

Metric	Jan 2025 - Nov 20...	Jan 2024 - Nov 20...	Difference
Total Physical Circulation	190,847	180,795	6%

Digital Circulation



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

Marketing & Outreach Overview:

December was a busy month receiving, proofreading, and preparing all of the content for the spring newsletter. Additionally, I started preparing for the promotion of Authors in Chelsea and received all of the print promotional materials for Neighbors Read. Finally, I completed Library Journal's Demonstrating the Impact of Libraries 16-hour online class.

The class was a good reminder of the power of storytelling and how people currently crave good news. It reinforced the ideas that I presented to the board about library advocacy and how to be a "Library Champion." There were four modules:

1. **Defining & Refining Your Library's Identity** - This module included a review of our mission statement, vision, and core values, which I am happy to report are true, relevant, and strong.
2. **Communicating Impact Through Data** - The presenters provided valuable ideas about how to make data more meaningful to audiences, which I will begin to implement in these board reports. In an effort to make the reported statistics more meaningful, they will be reported in a month-by-month charts as seen below. This will give a snapshot of performance throughout the year without the need to refer back to previous reports. I will also implement some of these ideas on social media and in our annual report.
3. **Crafting Compelling Library Stories** - This module covered how to transform raw data into a compelling narrative. Stories create emotional connections, are memorable, and communicate value. I learned about how to craft stories for different audiences - staff, stakeholders, and the public and how to measure success.
4. **Impact Through Collaborations** - This module reinforced what I have learned in the last year overseeing library outreach. Community partners who share the same organizational values and mission offer opportunities through shared resources to meet more people. These community partners also become advocates when faced with challenges or working towards the next millage.

As we start a new year, and we are talking about how the community engages with the library, please share that 2025 was a good year for the library with numerous positive statistics:

- 220,000 Physical Items borrowed
- 70,000+ Digital Items borrowed
- 126,000 Visitors
- 971 New Cardholders
- 119 Bookmobile Stops with 3,905 visitors

We are seeing modest growth across these categories relative to 2024 and the feedback we received throughout the year at our signature programs was incredibly positive.

Outreach Overview:

Mobee was out of service for most of December with mechanical door issues. We were able to maintain our regular retirement community stops using staff vehicles and carrying crates of books into the locations. Beginning in January, we will pilot weekly stops at two of our local retirement communities.

We learned through ABOS that the senior population often responds better to weekly stops, as it is easier for residents with memory loss issues to remember as part of their normal weekly routine. Our stop partners were enthusiastic about this opportunity and Everett will lead the effort staffing them. Librarian staff will continue with their once a month schedule. We will revisit this at the end of January to evaluate its effectiveness and any need for change.

Technology Outreach:

Everett helped ten patrons with technology needs in December. The issues ranged from email account help, to print help, to assistance with smart phones. He receives positive reviews from the patrons he assists and continues to be an asset to the library and this community.

eNews Metrics:

Our eNews performance was very steady throughout the year with an average open rate of 59% and an increase of 441 subscribers. Katie does a fantastic job coordinating with the librarian staff putting the content together and sending it out each week.

Month	Emails Sent	Subscribers	Open Rate	Emails Sent	Emails Opened
January	5	3,954	57%	18,933	10,783
February	4	3,988	59%	15,215	8,820
March	4	4,060	59%	15,366	8,552
April	4	4,092	60%	15,517	9,000
May	5	4,127	58%	19,471	11,114
June	4	4,161	59%	15,693	9,086
July	4	4,207	58%	15,768	8,830
August	5	4,249	59%	19,806	11,199
September	4	4,321	59%	15,964	9,182
October	5	4,348	59%	20,099	11,370
November	4	4,376	57%	16,140	8,779
December	4	4,395	59%	16,191	11,362
Totals	52	+441	59%	204,163	118,077

Social Media Metrics:

We saw steady growth of followers throughout 2025 on both Facebook and Instagram. The engagement varied based on our active campaigns and whether or not we were running paid advertising. Social media continues to be a platform where users engage with the library, asking questions, sharing programs, and more.

Month	Facebook Followers	Facebook Page Visits	Facebook Content Views	Instagram Followers	Instagram Profile Visits	Instagram Content Views
January	3,713	1,500	91,400	1,060	69	n/a not in insights
February	3,720	1,100	40,600	1,071	37	n/a not in insights
March	3,740	1,300	69,100	1,095	59	n/a not in insights
April	3,752	1,300	49,700	1,122	153	n/a not in insights
May	3,770	865	23,000	1,126	33	n/a not in insights
June	3,789	1,565	49,800	1,139	64	1,600
July	3,811	1,948	59,100	1,150	73	7,800
August	3,831	1,195	40,300	1,169	96	8,900
September	3,872	1,300	88,000	1,180	99	10,200
October	3,892	1,300	102,200	1,195	108	11,200
November	3,906	1,200	88,800	1,204	68	9,300
December	3,924	839	61,600	1,210	66	7,700

Google Advertising:

We continue to see increased web traffic due to our Google Ad Grant. I met with our vendor, Koios, to discuss current trends and reviewed the website to see if we needed to make any SEO changes to improve performance. They reported that our website scored well in SEO. They reported that Google Analytics changed how they counted conversions (clicks/spending 10+ seconds on the site) that has impacted performance for all clients over the last two months. This problem has been addressed by Koios, but I will continue to monitor how we are performing. In December, we spent \$6,790.11 of available grant money with the highest performing campaigns being cross network ads, Kanopy, digital media, and the catalog. Our grant-paid advertising accounted for 9.9% of our website traffic.

Marketing Channel Response:

In an effort to ensure that our time and budget are allocated appropriately, I track to see how our efforts in different marketing channels translate to program registrations. These numbers only reflect programs that require registrations, not our drop-in events. Our print newsletter continues to be the most referenced marketing channel people use to find out about CDL programs.

Month	Print Newsletter	eNewsletter	Website	Social Media	Chelsea Update/ Local Paper	Word of Mouth	Blank/ Other	Total
January	37	31	22	29	14	15	54	202
February	34	14	27	43	16	25	42	201
March	52	25	21	7	9	26	73	213
April	121	53	39	31	54	86	69	453
May	37	36	27	32	8	28	48	216
June	26	22	8	3	5	11	13	88
July	46	16	26	2	7	12	23	132
August	5	1	2					8
September	38	15	21	24	7	30	55	190
October	35	7	19	1	2	38	3	105
November	25	29	27	41	10	37	44	213
December	61	25	16	0	8	30	13	153
2025 Totals	517	274	255	213	140	338	437	2174

Other miscellaneous duties:

- Helped at annual Volunteer Appreciation Party
- Met with patron about future displays
- Helped serve holiday meal at Chelsea Senior Center
- Staffed Culver's anniversary event with library card sign-ups and giveaways

Circulation Supervisor's Report December 2025

- Circulation 19739 in December
- Patron Count- 9372 for December
- Circulation by township- for December:
 - Dexter = 10% of total transactions
 - Lima = 11% of transactions
 - Lyndon =13% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 35% of transactions
- December Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 4504 Hoopla = 1720 Kanopy =359
- Registrations for December – 51 new cards; 7323 total card holders
 - *Dexter = 928 cards; Lima = 785 cards; Lyndon = 998 cards
 - *Sylvan = 1396 cards; Chelsea = 2666 cards; Nonresident = 550 cards
- Self-Check Machine for December - 871 or 4% of total checkouts

December Notes:

- I attended weekly management meetings.
 - I attended the monthly Board meeting.
 - I attended a meeting with staff on Mobee planning.
 - I worked my PIC shift each week.
 - I helped with WTSW one week.
 - Marissa graduated from Wayne State with her MILS with a specialization in archival administration.
 - I helped set up the staff holiday breakfast.
 - We received 153 tubs from TLN in December, with 8 being the daily average.
 - We processed 44 MeLCat items for other libraries, and received 65 items for our patrons.
 - We had 1330 unique patrons use the library.
-

Respectfully submitted,
Amy Zoran
Head of Circulation

Chelsea District Library																	
Monthly New Registration 2025																	
District	NonRes	Other	Total Month	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	86	7010	36	5	11	11	13	299.75	357.25	318	399	324.2	291.75	194	9777
FEB	72	7	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	101	7120	32	10	13	11	18	348.8	415.5	399.5	392	376.25	326.4	230.4	10861
APR	59	6	68	7176	22	11	5	8	13	420.25	412.4	431.2	369.5	389.5	328.75	167	10918
MAY	75	5	87	7244	39	6	6	16	8	287.25	435.75	413.5	393.2	348	335.6	136.5	10476
JUN	83	8	94	7323	36	15	5	10	17	473.6	439.5	468.5	465	540.25	339.5	198	12369
JUL	94	6	105	7343	35	10	10	16	23	463.25	503	469.6	564.2	304	331	230.5	12999
AUG	75	8	14	7379	25	29	1	8	12	416	401.75	390	388.75	318	316.2	162	10367
SEP	90	4	8	7394	43	9	8	13	17	334.8	414.8	378	394.5	359.25	322.75	170.75	10249
OCT	72	11	5	7446	27	10	7	7	21	423.75	450	398.6	386.4	348.6	315.5	156.25	11050
NOV	46	2	3	7375	22	4	4	1	15	427.5	386.75	405	311.5	295.5	299.6	160.8	9607
DEC	43	3	5	7346	16	9	6	8	4	368.6	396.2	230.4	318.5	279	324.25	177.25	9372
Totals	869	75	78	1022	358	127	82	123	179	Monthly average					126993	10582.75	
Registered Card Holders																	
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Transactions							
District	9064	7837	7753	6361	6295	5135	5228	5931	6234	18,982	% Tot						
Chelsea	3562	3040	3006	2478	2490	2070	2105	2355	2475	6722	35%						
Dexter	1230	1087	1101	884	874	697	710	820	862	1976	10%						
Lima	1109	996	965	802	794	634	634	694	722	2176	11%						
Lyndon	1522	1302	1255	1005	970	778	770	875	909	2507	13%						
Sylvan	1641	1412	1426	1192	1167	956	1009	1187	1266	3338	18%						
NonRes	625	625	609	562	582	414	407	477	490	204	1%						
Freedom	7	0	1	0	0	0	3	2	3	402	2%						
Sharon	110	107	112	104	105	88	89	94	92	632	3%						
Waterloo	333	249	268	252	245	195	186	211	215	218	1%						
Grass Lake	25	37	36	22	21	4	7	21	21	807	4%						
Other	150	182	192	184	211	127	122	149	159	203							
Totals	9689	9689	8362	6923	6877	5549	5635	6408	6724	7323							

		2025							
	All items circled at Chel, E-items, other TLN	Chel items circled at Chel, E-items	% Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed in TLN	Chel items circled other libraries	Chel items circled + TLN items + E-items	
JAN	24718	20762	84%	3956	16%	22889	2127	26845	
FEB	22499	18999	84%	3500	16%	21269	2270	24769	
MAR	26913	22850	85%	4063	15%	25187	2337	29250	
APR	24560	20691	84%	3869	16%	23148	2457	27017	
MAY	24224	20773	86%	3451	14%	23153	2380	26604	
JUN	27215	23731	87%	3484	13%	25987	2256	29471	
JUL	27623	23859	86%	3764	14%	26472	2613	30236	
AUG	25883	22170	86%	3713	14%	24840	2670	28563	
SEP	23867	20201	85%	3666	15%	22646	2445	26312	
OCT	24969	21228	85%	3741	15%	23885	2657	27626	
NOV	24026	20609	86%	3417	14%	23055	2446	26472	
DEC	23422	19739	84%	3683	16%	21914	2175	25597	
Totals	299919	255612		44307		284445	28833	328752	
Month Avg	24993	21301	85%	3692	15%	23704	2403	27396	
		Total Checkouts							
	Adult	Juvenile	Teen						
JAN	9326	8226	489						
FEB	8330	7740	432						
MAR	9532	9904	608						
APR	8866	8731	532						
MAY	8541	8331	681						
JUN	9051	10608	852						
JUL	9319	10599	686						
AUG	9068	9295	619						
SEP	8421	8539	469						
OCT	8601	9242	441						
NOV	7916	8892	488						
DEC	8573	7763	459						
Totals	105544	107870	6756						
Month Avg	8795	8989	563						

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

January 15, 2026, Board Packet

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

Accept December donations and changes to the 2026 FY Budget.

		<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>	
Larry & Melanie Odom-Groh	Non-Designated	674.120		801.079	\$500.00
Chelsea Area Garden Club	Adult Collection	674.100		982.910	\$230.00
Mary & Jim Randolph	Non-Designated (Memory of John Hand)	674.120		801.079	\$25.00
Kindra Weid	Non-Designated (Memory of John Hand)	674.120		801.079	\$100.00
Keith Bloomensaat	Non-Designated (Memory of John Hand)	674.120		801.079	\$40.00
Cathy Gillem	Non-Designated (Memory of John Hand)	674.120		801.079	\$25.00
Kurt Krug	Non-Designated (Memory of John Hand)	674.120		801.079	\$20.00
Veretta Whitaker	Non-Designated (Memory of John Hand)	674.120		801.079	\$25.00
Michael Sweet	Non-Designated (Memory of John Hand)	674.120		801.079	\$25.00
Wes & Marilyn Thomsen	Non-Designated (Memory of John Hand)	674.120		801.079	\$20.00
Carol Strahler	Non-Designated (Memory of John Hand)	674.120		801.079	\$20.00
William & Susan Wescott	Non-Designated (Memory of John Hand)	674.120		801.079	\$100.00
J. David & Nancy McKinnon	Non-Designated (Memory of John Hand)	674.120		801.079	\$50.00
Rosewind Family Giving Foundation	Non-Designated	674.120		801.079	\$500.00
Nancy Whitelaw & Jan Benson	Non-Designated	674.120		801.079	\$200.00
Andy & Michele Dengler	Non-Designated (Memory of John Hand)	674.120		801.079	\$200.00
Jean Vargas	Non-Designated (Memory of Shirley Burg)	674.120		801.079	\$50.00
Kathy Baker	Non-Designated	674.120		801.079	\$100.00
Robert & Kelly Ozmun	Youth Programming	674.111		801.079	\$250.00
Mary Spaan	Non-Designated	674.120		801.079	\$100.00
Patricia Paulsell	Non-Designated	674.120		801.079	\$2,500.00
Joseph Spiegel	Non-Designated	674.120		801.079	\$200.00
Raffi Kalousdian	Non-Designated	674.120		801.079	\$100.00

Sub Total: \$5,380.00

Acknowledge the donations below that are already in the budget.

Sub Total: \$00.00

Total General Donations: \$5,380.00

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 January 15, 2026 Board 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.

Action:

The Chelsea District Library Board of Trustees approves the 2026 Slate of Officers and the committee assignments.

Janice L. Carr, Board Secretary

Date

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

Governance
Appendix #3

Approved: January 15, 2026

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

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item # 1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2026 Meeting

Governance Committee Description

Background:

The Governance Committee was renamed and given a new description in 2025, but upon review by the committee, they believe the description is too lengthy and repetitive. The committee chair met with Lori in early January to look at condensing the Governance Committee description.

Governance Committee – Chelsea District Library

The Governance Committee plays a vital role in maintaining the effectiveness and sustainability of the library board. Its primary focus is to ensure the board remains strong, engaged, and capable of leading the library in alignment with its mission.

Key Responsibilities:

1. Board Development and Effectiveness

- **Recruitment & Onboarding:** Identifies, recruits, and screens potential trustees, with a focus on maintaining the library's mission, in consultation with Library Director. Oversees new trustee orientation.
- **Training & Education:** In consultation with the Director and Board President, plans retreats, training sessions, and ongoing education to enhance understanding of board roles and responsibilities.
- **Performance Evaluation:** Conducts biannual assessments of the full board.
- **Nomination:** Prepares a slate of officers and committee membership for the board's upcoming term.

2. Bylaws and Governing Documents

- **Review & Maintenance:** Updates board bylaws and other key board documents, as needed to ensure legal compliance and alignment with best practices, as needed.

3. Board Structure and Functioning

- **Succession Planning:** Ensures leadership continuity.
- **Trustee Conduct:** Oversees adherence to ethical standards, civility and eligibility. Addresses internal board disputes and recommends solutions.
- **Board–Staff Relationship:** Evaluates board-staff dynamics, maintains clear lines of communication between the Board and Executive Team, and ensures lines of authority are upheld.

4. Strategic Planning and Future Leadership

- **Leadership Pipeline:** Identifies potential future leaders from within the board and broader community, in consultation with the Library Director.
- **Recruitment Strategy:** Ensures outreach attracts candidates with needed skills and diverse perspectives.

5. Relationship to the Full Board

- **Reporting:** Acts under the authority of the full board, to which it reports findings and recommendations.

Summary

The Governance Committee is essential to the board's strength and continuity. By overseeing board development, governance structures, and strategic planning, it ensures the board remains informed, engaged, and equipped to lead the library effectively.



Board Standing Committees – PROPOSED CHANGES

Finance Committee

The Finance Committee works with the Library Director to develop a fiscally responsible budget that takes into account changes in library staffing, programming, resources, services, and facility needs. The Finance Committee regularly reviews financial reports, comparing budgeted to actual results with the Director, as well as other issues related to the Library's financial planning, including payroll services, accounts payable, revenue and cash management, and audits.

Personnel Committee

The Personnel Committee prepares the annual evaluation of the Library Director and recommends to the Board annual pay increases, leave allotments, and bonuses. This evaluation uses feedback from all CDL staff and Board members.

Governance Committee Overview – Michigan District Library Board of Trustees

The Governance Committee plays a vital role in maintaining the effectiveness and sustainability of the library board. Its primary focus is to ensure the board remains strong, engaged, and capable of leading the library in alignment with its mission.

Policy Committee

The Policy Committee makes recommendations to the Board regarding all CDL policies. The Committee may develop new policies on the advice of CDL staff, Board members, or legal counsel. The Committee regularly reviews CDL policies to ensure they are kept up to date.

Nominating Committee

~~The purpose of the Nominating Committee is to prepare a slate of officers and committee membership for the Board's upcoming term.~~

Community Outreach Committee

The Community Outreach Committee works to ensure that CDL maintains and strengthens collaborative and mutually beneficial relationships within the CDL service area. The Committee is responsible for extending CDL's reach to the community and presenting a positive image for the library.

Roles of Committee Chairs

- Facilitate, coordinate, and communicate with the committee
- Develop an agenda for each committee meeting
- Conduct meetings, whether online or in person
- ~~Build excitement and enthusiasm among committee members towards committee activities~~
- Write committee reports for the Board Packet prior to each Board meeting
-

Duties and Responsibilities of Committee Members

- Attend committee meetings, whether online or in person
- Review all relevant materials prior to committee meetings
- Voice objective opinions on issues in an effort to reach consensus.
- Support the efforts of the committee chair and carry out individual assignments made by the chair

Discussion Item # 2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2026 Meeting

Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, and 240 Nonresident Fee

Background:

The Policy Committee has made its revision recommendations for three more policies: 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, and 240 Nonresident Fee. The three policies now go to the full Board.

**Chelsea District Library
Policy & Procedures**

Policy Section: 1. Governance

Board Approved Date: April 23, 2002

(Revised?) Reviewed: 05/2012, 02/2019, 09/2022 ~~May 2012~~ ¶

~~Reviewed: February 10, 2019 ¶~~

~~Reviewed: September 20, 2022~~

Subject: 111 Ethics

Background: *The library wishes to codify the general ethical principles that guide the work of the Chelsea District Library Board of Trustees.*

Policy: The Library Board of Trustees is committed to upholding the highest standards of ethics, integrity, and accountability. Trustees are expected to act in the best interests of the library and the community it serves, avoiding conflicts of interest, maintaining confidentiality when required, and ensuring transparency in decision-making. This policy provides guidance to support ethical conduct and preserve public trust in the governance of the library.

Procedure:

Statement for Public Library Trustees:

- Trustees shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must ***abstain from discussing and voting on issues where personal interests might be served or financial benefits gained for themselves, their relatives, or friends.***
- It is incumbent upon trustees to disqualify themselves whenever the appearance of a conflict of interest exists. A "Conflict of Interest Statement" shall be signed by each trustee at the annual meeting in January.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging ***and supporting*** the formal position of the board, even if they personally disagree.
- Trustees must respect the confidential nature of library business, while being aware and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all the functions of library trustees ***as set forth by the American Library Association and the Michigan Library Association.***

Anne Merkel
Anne Merkel, Secretary

September 20, 2022
Date

Chelsea District Library Policy & Procedure

Policy Section: 2. Circulation

Board Approval Date: September 18, 2012

Committee Reviewed: June 2012

Revised: 10/17/2017

Subject: 220 Borrowing Privileges for Chelsea School District Staff

Background:

The library **strives** to foster and maintain an excellent relationship with the Chelsea School District and **its** professional and administrative staff for the benefit of **district** families. The purpose of this policy is to support classroom instruction.

Policy:

Teachers, administrative staff, and other professional staff in the Chelsea School District are provided resident borrowing privileges, with the added feature that materials they borrow may be kept for extended periods as detailed in the **library card application Registration Form**. These borrowing privileges are **granted** to all professional and administrative staff of the Chelsea School District, whether or not they reside in the area served by the Chelsea District Library. These special privileges are not **available** to student teachers, to family and/or friends of a cardholder, or to any **non-cardholder**.

Procedure:

School personnel wishing to take advantage of this privilege must have their **library card application form** signed by an **authorized representative of the Chelsea School District verifying the position held by the applicant**. This registration must be renewed annually.

The library reserves the right to revoke the special privileges granted a cardholder if the card is not used by the cardholder consistent with this policy.

Personnel Responsible:

Head of Circulation

Forms Associated With this Policy:

Registration Form / Information Sheet

Janice L. Carr, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 2. Circulation

Board Approval Date: November 18, 2003

Revised: 6/2009, 10/2015, 10/2017

Subject: 240 Nonresident Fee

Background:

Chelsea District Library (**CDL**) serves the residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima *not located within the Dexter Library District*. **CDL** is supported predominantly by local property tax revenues from residents of the Chelsea District Library service area. Persons living outside of the district (nonresidents) who wish to borrow materials from the library may **be required to** pay an annual or quarterly fee to obtain a library card.

Policy: Nonresident card fees are assessed to individuals who reside outside the library's service area **since they do not contribute to the** local tax base that supports library operations. These fees help ensure equitable access to library materials and services, while maintaining responsible stewardship of public funds. The fee structure is reviewed periodically to **assure that any fees assessed align with** the true cost of providing Library services.

Procedure:

1. A nonresident is any person who resides outside of the Chelsea District Library service area.
2. The annual fee is calculated according to Michigan library law and procedure. (**site source**)
3. The fee is charged on an annual or quarterly basis. It is available for no less than three months and no more than twelve months.
4. Waiver of nonresident fees may be granted under certain circumstances. These include (but are not limited to):
 - a) **p**ersons owning property within the district and living outside the district. In addition to picture ID and proof of current address, proof of ownership must be shown and recorded on the registration form
 - b) **p**ersons whose workplace is in the Chelsea District Library district, but who live outside the Library district pursuant to Policy #211: Borrower Registration
 - c) ~~T~~Teachers, administrators, and professional staff of **the** Chelsea School District refer pursuant to ~~Circulation P~~olicy #220: Borrowing **Privileges** for Chelsea School District Staff
 - d) **p**ersons residing in **the** Chelsea School District who are currently taxpayers in a non-reciprocating library district, including portions of Grass Lake and Waterloo townships
 - e) **p**ersons residing in the Dexter Township portion of Pinckney School District
 - f) **s**tudents in the Chelsea School District living outside the service area
5. Any person who knowingly falsifies identification in applying for a library card is subject to revocation of borrowing privileges.

Janice L. Carr

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet
January 15, 2026 Board Meeting

Budget Adjustments

Discussion:

Several changes need to be made within the 2026 Budget to correct errors or supplement lines from reductions in other lines.

Amount	From	To	Reason
\$6,000	967.120 Computer Comps	803.310 Maint/Envisionware	803.310 not rolled up into 803 Technology line
\$1,000	967.120 Computer Comps	920.130 Utills/Electric	supplement due to change in HVAC operating hours in 2026
\$1,500	967.120 Computer Comps	920.120 Utills/Sewer	original budget approved too low
\$2,500	850.312 Telecomm/Mobee data	982.830 Coll/Comm Cares	Comm Cares line not included in Total Enhancements rollout
\$11,000	967.450 GASB 96/Lease Equip	982.412 Overdrive/Advantage	supplement CDL only titles

Janice L. Carr, Board Secretary

_____ Date

COMMITTEE

INFO &

MINUTES

MINUTES OF POLICY MEETING JANUARY 6, 2026

Present: Aditi Fox, Claire , Jan Carr

1. Following input from Lib Admin, these policies were reviewed for Discussion at the Jan 15 Board meeting-

#111 Ethics Statement

#220 Borrowing cards

#240 Non-resident fees

2. These policies were discussed and edits made. Awaiting review by Lib Admin.

#211

3. The following policies have been reviewed by Finance and are awaiting review by Lib Admin. They will be reviewed by Policy at their March meeting-

#510 and #566

Other business?

The committee has adjusted its monthly meeting dates to accommodate members availability. Monthly meetings of the Policy committee will now take place on the first Tuesday of each month at 9am in a study room TBD.

The February meeting is cancelled. Next meeting will be on March 3.
