Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

February 19, 2026
6:45 pm

McKune Room at Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Thursday, February 19, 2026—6:45 p.m.
McKune Room – Chelsea District Library

AGENDA

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

Agenda Review, Additions, and Approval

6:50 Director's, Strategic Plan, and Friends Reports

7:00 Public Comment

7:05 Action Items
1. Donations
2. Governance Committee Description
3. Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, & 240 Nonresident Fees
4. 2026 Budget Adjustments

7:20 Discussion Items
1. Board Retreat
2. Budget Adjustments

7:30 Reports
Policy Committee
Finance Committee
Director Oversight Committee
Governance Committee
Community Outreach Committee

7:35 Communications

7:40 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, January 15, 2026 6:45 p.m.
Meeting Location: Private Dining Room @ Silver Maples

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

Trustees Absent: C. Sandler

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

Guests: None

Welcome and Call to Order
W. Reinhardt called the meeting to order at 7:04 p.m.

L. Coryell introduced B. Leffler, the library's new Head of Technology, to the Board.

The Trustees took the Oath of Office and signed their annual Conflict of Interest and Library Bill of Rights agreements.

Consent Agenda
MOTION made by A. Fox, SECONDED by TJ Helfferich to approve the Consent Agenda with the December minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by B. Swistock to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Passed out printout of Lyndon Nextdoor thread that was full of misinformation regarding CDL funding. The library will use PSAs to counter the misinformation, but will not engage it through social media.
- S. Powers went over Neighbors Read, a community book read that we are partnering on with the Dexter Library. This is the second annual and this year's book is *Dead Moose on Isle Royale* by Jeffrey M. Holden. Serendipity Books owner Michelle Tuplin will interview the author at Dexter Library at 1pm on Saturday, February 21, followed by an audience Q&A and a book signing. This event will also be available via Zoom.

Friends Report Update:

- The Friends met on Tuesday.
- Their Annual Meeting is coming up, on Saturday, January 24, in the McKune Room at 10 a.m.
- Had a tremendous year of book sales in 2025.
- The Friends will be offering a hot chocolate packet with each Primo book cart purchase on Saturday, February 7, during the Chocolate Extravaganza.

Public Comment: None

Action Item #1: Donations
MOTION made by TJ Helfferich, SECONDED by J. Carr to approve the December donations. Discussion: None

All Ayes 6-0

Action Item #2: Board Officer and Committee Recommendations
MOTION made by J. Carr, SECONDED by A. Fox to approve the recommendations for board officers and committee placement that the Governance Committee brought to the Board in December. Discussion: None

All Ayes 6-0

Discussion Item #1: Governance Committee Description
The Governance Committee description changed in 2025, but it is a repetitive and wordy full-page description that the committee now wishes to shorten. W. Reinhardt also passed out a copy of the committee's draft of key responsibilities, which is also now much more concise.

Discussion Item #2: Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, & 240 Nonresident Fee

J. Carr read through each of these policies and explained the revisions, while the trustees offered further suggestions.

Discussion Item #3: Budget Adjustments

L. Ballard has discovered four areas of the 2026 budget that either didn't roll up properly or were underfunded to start with, as well as a lease agreement that the library no longer needs. This is just moving around money in the existing budget, but requires board approval, as it's moving to different sections instead of within designated budget numbers.

Committee Reports

Policy Committee –

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications:

- L. Coryell announced that we have been encouraged to have a policy about how to deal with law enforcement requests. It still needs to run by the library's attorney and the police chief, but it should be ready by February and will need to push through both Discussion and Action quickly.
- TJ Helfferich shared about her husband renewing his library card online and how convenient it was.

Adjournment:

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 8:17 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		**01/31/2026**		**Service Charge**	**001.001 · CSB/Operations Checki...**		**-6.60**
				Service Charge	802.100 · Admin-Fees Bank 8...	-6.60	6.60
TOTAL						-6.60	6.60
Bill Pmt -...	**30054**	**01/07/2026**	**A Production Cleaning Compa...**	**2025 - 16653 - CLEANING 12/21/25 - 01-04-26**	**001.001 · CSB/Operations Checki...**		**-1,750.00**
Bill	16653	01/06/2026		2025 - CLEANING 12/21/25 - 01-04-26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -...	**30055**	**01/07/2026**	**Alerus Financial**	**VOID: 2025 - Entity code nos. 400298 / 110320 - pay ...**	**001.001 · CSB/Operations Checki...**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -...	**30056**	**01/07/2026**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checki...**		**-801.26**
Bill	1LF9-G61C-J691	12/19/2025		2026 - SUPPLIES - URBAN SKETCHING PROGRAM ...	884.126 · General Adult Programs	-96.72	96.72
				2026 - BOOKS - PATRON REQUESTS - 982.760	982.760 · Youth Print General	-49.83	49.83
Bill	1R6C-TVNC-77K9	01/06/2026		2026 - YOUTH ENHANCEMENT	982.820 · Youth Enhancement	-335.17	335.17
Bill	1X1F-DLYK-6T6W	01/06/2026		2025 - · Midwest Literary Walk	884.125 · Midwest Literary Walk	-8.79	8.79
Bill	1WRQ-GCGC-9KMR	01/06/2026		2026 - OUTREACH	884.227 · Outreach	-95.50	95.50
Bill	1JYF-QHJK-646G	01/06/2026		2025 - LIFE OF PI	982.760 · Youth Print General	-11.54	11.54
Bill	11FN-4VRG-9K3T	01/07/2026		2026 · Teen General Programs	884.272 · Teen General Programs	-203.71	203.71
TOTAL						-801.26	801.26
Bill Pmt -...	**30057**	**01/07/2026**	**Ann Arbor Symphony Orchestra**	**INV 379 - 2026 - Kinderconcert, Acct #43207 - 01/1...**	**001.001 · CSB/Operations Checki...**		**-160.00**
Bill	379	01/06/2026		2026 - 01/17/26 KINDERCONCERT	884.212 · General Youth Programs	-160.00	160.00
TOTAL						-160.00	160.00
Bill Pmt -...	**30058**	**01/07/2026**	**Back to Nature Lawn Care**	**2026 Annual Tree/Shrub/Fertilizer Maint - PREPAY ...**	**001.001 · CSB/Operations Checki...**		**-1,478.90**
Bill	26-2422-LB	01/06/2026		2026 Annual Tree/Shrub/Fertilizer Maint/Pest	803.611 · Lawn Service	-1,478.90	1,478.90
TOTAL						-1,478.90	1,478.90
Bill Pmt -...	**30059**	**01/07/2026**	**Ballard, Kerry**	**BOOKKEEPING TO 01/09/26**	**001.001 · CSB/Operations Checki...**		**-961.54**
Bill	260109	01/06/2026		2026 - BOOKKEEPING TO 01/09/26	801.040 · Bookkeeper	-961.54	961.54
TOTAL						-961.54	961.54
Bill Pmt -...	**30060**	**01/07/2026**	**Ballard, Linda P.**	**REIMBURSEMENT - COSTCO PAPER SUPPLIES + ...**	**001.001 · CSB/Operations Checki...**		**-170.31**
Bill	26-2423-LB	01/06/2026		2026 CLEANING SUPPLIES	729.100 · Supplies-Cleaning-Paper ...	-141.46	141.46
				2026 VOLUNTEER CANDY	885.200 · Supplies	-28.85	28.85

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-170.31	170.31
Bill Pmt -...	**30061**	**01/07/2026**	**Chelsea Area Chamber of Com...**	**2026 CHAMBER BUSINESS BREAKFAST**	**001.001 · CSB/Operations Checki...**		**-30.00**
Bill	Y19117	01/05/2026		2026 CHAMBER BUSINESS BREAKFAST	880.431 · General Library Prog Pro...	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -...	**30062**	**01/07/2026**	**Cintas Corporation-300**	**4254399685 ACCT# 14203324**	**001.001 · CSB/Operations Checki...**		**-166.37**
Bill	4254399685	01/06/2026		2025 -RUGS	729.300 · Supplies-Cleaning Rugs ...	-143.79	143.79
				2025 - CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup ...	-22.58	22.58
TOTAL						-166.37	166.37
Bill Pmt -...	**30063**	**01/07/2026**	**ESCAPE ROOM NOVI**	**SRP - ESCAPE ROOM DEPOSIT, $233 OF TOTAL A...**	**001.001 · CSB/Operations Checki...**		**-233.00**
Bill	26-XXX1-SC	01/06/2026		2026 - SUMMER READING - DEPOSIT - 1 OF 2 PAY...	884.261 · Teen Summer Reading	-200.00	200.00
				2026 - SUMMER READING - DEPOSIT - 1 OF 2 PAY...	884.226 · Summer Reading	-33.00	33.00
TOTAL						-233.00	233.00
Bill Pmt -...	**30064**	**01/07/2026**	**EVANS, CLAIRE**	**ZOOM PRESENTATION ABOUT BRITISH SPYCRAFT**	**001.001 · CSB/Operations Checki...**		**-250.00**
Bill	26-010626-LEB	01/07/2026		2026 - 01/08/2026 - ZOOM PRESENTATION ABOUT ...	884.119 · General Adult Events	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -...	**30065**	**01/07/2026**	**First Congregational United Ch...**	**4/18/26 VENUE CHARGE $300 - $150 DOWN + $150 ...**	**001.001 · CSB/Operations Checki...**		**-150.00**
Bill	SP123025FCC	01/06/2026		2026 - 4/18/26 VENUE CHARGE $300 - $150 DOWN ...	884.111 · Midwest Literary Walk	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -...	**30066**	**01/07/2026**	**HAINS, MICHAEL J**	**01/25/2026 - PROGRAM, 2 HOUR INTRO TO URBAN...**	**001.001 · CSB/Operations Checki...**		**-200.00**
Bill	25-3823-SP	01/07/2026		2026 - PROGRAM, 2 HOUR INTRO TO URBAN WAT...	884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -...	**30067**	**01/07/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checki...**		**-2,424.77**
Bill	91987696	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	91987697	01/07/2026		2025 · Adult Large Print	982.710 · Adult Large Print	-211.34	211.34
Bill	91987698	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-86.41	86.41
Bill	91987695	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-12.81	12.81
Bill	91987694	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-17.86	17.86
Bill	92114928	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-14.59	14.59
Bill	92014929	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-53.47	53.47
Bill	92014935	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-81.42	81.42
Bill	92014932	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-22.98	22.98
Bill	92014933	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-69.12	69.12

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	92014934	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-89.88	89.88
Bill	92014930	01/07/2026		2025 · Adult Large Print	982.710 · Adult Large Print	-83.63	83.63
Bill	92014936	01/07/2026		2025 · Adult Large Print	982.710 · Adult Large Print	-21.27	21.27
Bill	92014931	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	92031968	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-100.45	100.45
Bill	92094341	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-13.82	13.82
Bill	92094340	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	92120794	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-271.26	271.26
Bill	92120793	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-10.63	10.63
Bill	92146517	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-497.70	497.70
Bill	92146516	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-170.55	170.55
Bill	92164059	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	92181547	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-9.03	9.03
Bill	92192379	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	92192374	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-15.38	15.38
Bill	92192378	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-6.85	6.85
Bill	92094337	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-87.30	87.30
Bill	92094331	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-8.88	8.88
Bill	92214368	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-33.72	33.72
Bill	2214372	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-70.79	70.79
Bill	92214369	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-7.95	7.95
Bill	92237155	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	92304981	01/07/2026		2025 · Youth Print General	982.760 · Youth Print General	-12.96	12.96
Bill	92304983	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-12.33	12.33
Bill	92304984	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-230.18	230.18
Bill	92304982	01/07/2026		2025 · Adult Print General	982.720 · Adult Print General	-19.45	19.45
TOTAL						-2,424.77	2,424.77
Bill Pmt -...	**30068**	**01/07/2026**	**Johnson Controls Building Sol...**	**ACCT 1348743 - 1-136946023624 - Year 1 of 3 year a...**	**001.001 · CSB/Operations Checki...**		**-7,752.00**
Bill	1-136946023624	01/07/2026		2026 - Year 1 of 3 year agreement META PSA 2026 - ...	803.010 · Maint Svc Contingency	-7,752.00	7,752.00
TOTAL						-7,752.00	7,752.00
Bill Pmt -...	**30069**	**01/07/2026**	**KANOPY INC**	**KANOPY BORROWS - DEC 2025**	**001.001 · CSB/Operations Checki...**		**-336.60**
Bill	483350-PPU	01/07/2026		2025 - KANOPY VIDEO PLAYS - DEC	982.410 · Electronic Products/Subs	-336.60	336.60
TOTAL						-336.60	336.60
Bill Pmt -...	**30070**	**01/07/2026**	**LIBRARY SYSTEMS & SERVIC...**	**2026 - INV004714 - LIBRARY IQ ANALYTICS**	**001.001 · CSB/Operations Checki...**		**-4,160.00**
Bill	INV004714	01/07/2026		2026 - LIBRARY IQ DATABASE - 01/01/26 - 12/31/26	967.200 · Equipment Software	-4,160.00	4,160.00
TOTAL						-4,160.00	4,160.00
Bill Pmt -...	**30071**	**01/07/2026**	**Michigan Library Association**		**001.001 · CSB/Operations Checki...**		**-170.00**
Bill	23573	01/07/2026		2026 - MEMBERSHIP FEE - INDIVIDUAL- 23573 - L B...	969.311 · Assistant Director	-85.00	85.00
Bill	23838	01/06/2026		2026 - MEMBERSHIP FEE - INDIVIDUAL- 23838 - VIR...	969.341 · PR & Dev Coordinator M...	-85.00	85.00
TOTAL						-170.00	170.00

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -...	**30072**	**01/07/2026**	**Michigan Municipal League-Un...**	**2025 4TH QUARTER - DUE 01/25/2026**	**001.001 · CSB/Operations Checki...**		**-12.77**
Bill	20251231	01/07/2026		2025 4TH QUARTER - UNEMPLOYMENT INSURANCE	710.300 · Per Svcs-Fringe-Unemp ...	-12.77	12.77
TOTAL						-12.77	12.77
Bill Pmt -...	**30073**	**01/07/2026**	**Midwest Tape**		**001.001 · CSB/Operations Checki...**		**-47.97**
Bill	508182331	01/07/2026		2025 - AUG/NOV CDs	982.420 · Music on CD	-33.73	33.73
Bill	508182333	01/07/2026		2025 - YOUTH MUSIC CDs	982.420 · Music on CD	-14.24	14.24
TOTAL						-47.97	47.97
Bill Pmt -...	**30074**	**01/07/2026**	**Midwest Tape - Hoopla**	**INV 508252008 - CUSTOMER 2000016156**	**001.001 · CSB/Operations Checki...**		**-3,709.57**
Bill	508252008	01/07/2026		2025 - HOOPLA BORROWS, DEC	982.410 · Electronic Products/Subs	-3,709.57	3,709.57
TOTAL						-3,709.57	3,709.57
Bill Pmt -...	**30075**	**01/07/2026**	**OverDrive**	**CUST # 1576-1014, INV CD0157625397674, E-CONT...**	**001.001 · CSB/Operations Checki...**		**-6,000.00**
Bill	CD0157625397674	01/07/2026		2025 - DEPOSIT ON ACCOUNT - E-CONTENT - ADV...	982.410 · Electronic Products/Subs	-6,000.00	6,000.00
TOTAL						-6,000.00	6,000.00
Bill Pmt -...	**30076**	**01/07/2026**	**Pikk Services LLC**	**ANNUAL BUILDING ALARM MONITORING CONTR...**	**001.001 · CSB/Operations Checki...**		**-324.00**
Bill	13150	01/07/2026		2026 - ANNUAL BUILDING ALARM MONITORING C...	803.410 · Security	-324.00	324.00
TOTAL						-324.00	324.00
Bill Pmt -...	**30077**	**01/07/2026**	**PLAYAWAY PRODUCTS**	**2025 - 520422 - WONDERBOOKS**	**001.001 · CSB/Operations Checki...**		**-61.74**
Bill	520422	01/07/2026		2025 - PLAYAWAYS - ALL OF US...	982.485 · Playaway Views	-61.74	61.74
TOTAL						-61.74	61.74
Bill Pmt -...	**30078**	**01/07/2026**	**Print-Tech Inc.**	**281109**	**001.001 · CSB/Operations Checki...**		**-571.63**
Bill	281109	01/06/2026		2026 - NEIGHBOR READS PROMOTIONS	880.411 · General Adult Promotion	-571.63	571.63
TOTAL						-571.63	571.63
Bill Pmt -...	**30079**	**01/07/2026**	**Schindler Elevator Corp**	**4626247604**	**001.001 · CSB/Operations Checki...**		**-519.62**
Bill	4626247604	01/07/2026		2025 - ELEVATOR NOT WORKING AFTER POWER ...	803.010 · Maint Svc Contingency	-519.62	519.62
TOTAL						-519.62	519.62
Bill Pmt -...	**30080**	**01/07/2026**	**Serendipity Books**	**144536 - NEIGHBOR READS BOOKS**	**001.001 · CSB/Operations Checki...**		**-3,744.00**

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	144536	01/07/2026		NEIGHBORS READ BOOKS	884.131 · Washtenaw Reads	-3,744.00	3,744.00
TOTAL						-3,744.00	3,744.00
Bill Pmt -...	**30081**	**01/07/2026**	**THE NEW YORK TIMES**	**ACCT NO. P914723010 - INVOICE I11676145 - 12/2...**	**001.001 · CSB/Operations Checki...**		**-3,016.00**
Bill	I11676145	01/07/2026		2026 - ANNUAL SUBSCRIPTION - 12/25/25 - 12/24/26	982.620 · Daily Newspapers	-3,016.00	3,016.00
TOTAL						-3,016.00	3,016.00
Bill Pmt -...	**30082**	**01/07/2026**	**The Sun Times**	**2026 - now 280670-R - was 28242-R - at 01/29/26 thi...**	**001.001 · CSB/Operations Checki...**		**-318.75**
Bill	28670-R	12/23/2025		2026 - 28670-R - EARLY CHILD RESOURCE FAIR - w...	123.002 · Prepaid Payments	-318.75	318.75
TOTAL						-318.75	318.75
Bill Pmt -...	**30083**	**01/07/2026**	**WEBLINX INC**	**35632 - website design order - 10 hour block**	**001.001 · CSB/Operations Checki...**		**-1,200.00**
Bill	26-4172-VK 35632	01/01/2026		2026 - WEBSITE SUPPORT (10 HOURS, GOOD THR...	803.395 · Website Hosting & Service	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -...	**30084**	**01/07/2026**	**Whitmarsh, Susan**	**JAN/FEB WINTER WELLNESS PROGRAM**	**001.001 · CSB/Operations Checki...**		**-400.00**
Bill	20260115	01/01/2026		2026 - WINTER WELLNESS - 01/15/2026 & 02/12/2026	884.119 · General Adult Events	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -...	**30085**	**01/07/2026**	**WHYTE, KYLE**	**PRESENTER - 11/19/25 - INDIGENOUS PERSPECTI...**	**001.001 · CSB/Operations Checki...**		**-1,200.00**
Bill	25-3821-SP	01/07/2026		2025 - PRESENTER - 11/19/25 - INDIGENOUS PERS...	884.119 · General Adult Events	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -...	**30086**	**01/07/2026**	**ZOOBEAN, INC.**	**INV 39285 - YEAR 3 OF 3**	**001.001 · CSB/Operations Checki...**		**-895.00**
Bill	39285	01/02/2026		2026 BUDGET - BEANSTACK SRP SOFTWARE - YE...	982.410 · Electronic Products/Subs	-895.00	895.00
TOTAL						-895.00	895.00
Bill Pmt -...	**30087**	**01/21/2026**	**City of Chelsea**	**2026 - AUTHORS IN CHELSEA, BANNER PERMIT**	**001.001 · CSB/Operations Checki...**		**-55.00**
Bill	26-4176-VK	01/21/2026		2026 - AUTHORS IN CHELSEA, BANNER PERMIT	880.130 · Signs/Banners/Posters	-55.00	55.00
TOTAL						-55.00	55.00
Bill Pmt -...	**30088**	**01/21/2026**	**City of Chelsea**	**2025 - INV 22352 - DEC TRASH**	**001.001 · CSB/Operations Checki...**		**-40.00**
Bill	22352	01/21/2026		2025 - DEC TRASH	803.620 · Trash	-40.00	40.00

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-40.00	40.00
Bill Pmt -...	**30089**	**01/21/2026**	**City of Chelsea-Elect & Water**	**2025 - DEC - 11/26/25 - 12/30/25 - UTILITIES: ELEC...**	**001.001 · CSB/Operations Checki...**		**-4,099.27**
Bill	20260108	01/21/2026		2025 -WATER - DEC - 11/26/25 - 12/30/25	920.110 · City of Chelsea Water	-72.55	72.55
				2025 - SEWER - DEC - 11/26/25 - 12/30/25	920.120 · City of Chelsea Sewer	-152.56	152.56
				2025 - ELECTRICITY DEC - 11/26/25 - 12/30/25	920.130 · City of Chelsea Electric	-3,773.61	3,773.61
				2025 - MoBee/GARAGE - DEC - 11/26/25 - 12/30/25	920.131 · MoBee - Garage electricity	-73.08	73.08
				2025 - SPRINKLER DEC - 11/26/25 - 12/30/25	920.150 · City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-4,099.27	4,099.27
Bill Pmt -...	**30090**	**01/21/2026**	**A Production Cleaning Compa...**	**2026 - 16675 - CLEANING 01/05/26 - 01/18/26**	**001.001 · CSB/Operations Checki...**		**-1,750.00**
Bill	16675	01/21/2026		2026 - CLEANING 01/05/26 - 01/18/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -...	**30091**	**01/21/2026**	**ABSOPURE**		**001.001 · CSB/Operations Checki...**		**-73.88**
Bill	89986544	01/21/2026		2026 - JAN - BOTTLED WATER	727.100 · Supplies - General Op 7...	-67.89	67.89
Bill	31768129	01/21/2026		2026 - JAN - COOLER RENTAL	727.100 · Supplies - General Op 7...	-5.99	5.99
TOTAL						-73.88	73.88
Bill Pmt -...	**30092**	**01/21/2026**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checki...**		**-877.75**
Bill	1JJG-67NX-9FMP	01/16/2026		2025 · Technology Programs - General	884.601 · Technology Programs - ...	-104.16	104.16
Bill	1HMC-RGJV-JG9R	01/20/2026		2026 · PAPER PRODUCTS	729.100 · Supplies-Cleaning-Paper ...	-290.48	290.48
				2026 · TRASH CAN LINERS	729.200 · Supplies-Cleaning Sup ...	-258.67	258.67
Bill	1F7D-JN11-3XQ3	01/20/2026		2026 - K2 BOOKS 02.26.25	884.230 · Youth Reading Group	-199.56	199.56
Bill	17NG-MRQR-D194	01/21/2026		2025 - HOLIDAY SUPPLIES	884.223 · Holiday Programs	-24.88	24.88
TOTAL						-877.75	877.75
Bill Pmt -...	**30093**	**01/21/2026**	**American Library Association ...**	**2026 - S. POWERS Membership #2150246**	**001.001 · CSB/Operations Checki...**		**-125.00**
Bill	2150246 - 2026	01/20/2026		2026 - S. POWERS Membership #2150246	969.320 · Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -...	**30094**	**01/21/2026**	**Ballard, Kerry**	**2026 - BOOKKEEPING TO 01/23/26**	**001.001 · CSB/Operations Checki...**		**-961.54**
Bill	20260123	01/21/2026		2026 - BOOKKEEPING TO 01/23/26	801.040 · Bookkeeper	-961.54	961.54
TOTAL						-961.54	961.54
Bill Pmt -...	**30095**	**01/21/2026**	**Blue Care Network of Michigan**	**2026 - GROUP 00277068 SUBGROUP 0002 - COVE...**	**001.001 · CSB/Operations Checki...**		**-3,164.78**
Bill	260100045615	01/21/2026		2026 - FEB - 02/01/26 - 02/28/2026 - MED INS - 710....	710.200 · Per Svcs-Fringe Flex Ben...	-3,164.78	3,164.78

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-3,164.78	3,164.78
Bill Pmt -...	**30096**	**01/21/2026**	**Chelsea Area Chamber of Com...**	**2026 CHAMBER INSTITUTIONAL MEMBERSHIP**	**001.001 · CSB/Operations Checki...**		**-100.00**
Bill	26-1059-LC	01/16/2026		2026 CHAMBER INSTITUTIONAL MEMBERSHIP	969.540 · Institutional Member Cha...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -...	**30097**	**01/21/2026**	**Constellation NewEnergy-Gas ...**	**2025 - INV 4494709 - ACCT BG-303066 - DEC - 11/2...**	**001.001 · CSB/Operations Checki...**		**-1,687.77**
Bill	4494709	01/21/2026		2025 - DEC - 11/20 - 12/17/25	920.200 · McKune Gas	-1,687.77	1,687.77
TOTAL						-1,687.77	1,687.77
Bill Pmt -...	**30098**	**01/21/2026**	**Coryell, Lori**	**2026 - "BEYOND THE COVER" AT SILVER MAPLES...**	**001.001 · CSB/Operations Checki...**		**-166.88**
Bill	26-1060-LC	01/16/2026		2026 - "BEYOND THE COVER" AT SILVER MAPLES ...	884.980 · Exhibits - Restricted	-166.88	166.88
TOTAL						-166.88	166.88
Bill Pmt -...	**30099**	**01/21/2026**	**Demco Inc.**	**2026 - INV 7748894 - BILLING CUSTOMER 210215162**	**001.001 · CSB/Operations Checki...**		**-242.08**
Bill	7748894	01/16/2026		REPAIR/BOOK PREP SUPPLIES & BOOKMARKS	728.300 · Supplies-Matl Proc Othr ...	-242.08	242.08
TOTAL						-242.08	242.08
Bill Pmt -...	**30100**	**01/21/2026**	**Dollar Bill Printing**	**2025 - DB-107905-INV**	**001.001 · CSB/Operations Checki...**		**-16.64**
Bill	DB-107905-INV	01/16/2026		2025 - BOOKMARKS - ADDITIONAL FRIEND OF THE...	880.320 · Misc Marketing Supplies	-16.64	16.64
TOTAL						-16.64	16.64
Bill Pmt -...	**30101**	**01/21/2026**	**GUEST, JENNIFER**	**2026 - REIMBURSEMEMT - MATERIALS LOCATED ...**	**001.001 · CSB/Operations Checki...**		**-69.99**
Bill	26-5033-AZ	01/16/2026		2026 - REIMBURSEMEMT - MATERIALS LOCATED - ...	982.485 · Playaway Views	-69.99	69.99
TOTAL						-69.99	69.99
Bill Pmt -...	**30102**	**01/21/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checki...**		**-3,497.61**
Bill	92276743	01/20/2026		2025 · Youth Print General	982.760 · Youth Print General	-11.88	11.88
Bill	92276752	01/20/2026		2025 · Youth Print General	982.760 · Youth Print General	-11.09	11.09
Bill	92276742	01/20/2026		2025 · Youth Print General	982.760 · Youth Print General	-9.02	9.02
Bill	92276754	01/20/2026		2025 · Adult Print General	982.720 · Adult Print General	-189.42	189.42
Bill	92276740	01/20/2026		2025 · Adult Print General	982.720 · Adult Print General	-32.93	32.93
Bill	92276737	01/20/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.83	17.83
Bill	92276746	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	92276750	01/20/2026		· Adult Print General	982.720 · Adult Print General	-36.95	36.95
Bill	92276755	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-233.16	233.16
Bill	92276738	01/20/2026		· Adult Print General	982.720 · Adult Print General	-31.80	31.80
Bill	92276749	01/20/2026		2025 · Adult Print General	982.720 · Adult Print General	-36.24	36.24
Bill	92276745	01/20/2026		2025 · Adult Print General	982.720 · Adult Print General	-96.72	96.72

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	92276744	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-44.29	44.29
Bill	92276748	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	92276747	01/20/2026		· Adult Print General	982.720 · Adult Print General	-28.38	28.38
Bill	92276741	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-17.93	17.93
Bill	92276753	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-17.68	17.68
Bill	92276739	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	92276751	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58
Bill	92276757	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	92276756	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	92276758	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	92276759	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-20.28	20.28
Bill	92375152	01/20/2026		· Adult Print General	982.720 · Adult Print General	-20.28	20.28
Bill	92375162	01/20/2026		· Adult Print General	982.720 · Adult Print General	-455.64	455.64
Bill	92375158	01/20/2026		· Adult Print General	982.720 · Adult Print General	-16.75	16.75
Bill	92375159	01/20/2026		· Adult Print General	982.720 · Adult Print General	-16.75	16.75
Bill	92375155	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-20.42	20.42
Bill	92375163	01/20/2026		· Youth Print General	982.760 · Youth Print General	-90.40	90.40
Bill	92375156	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.83	17.83
Bill	92375160	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-35.66	35.66
Bill	92375161	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	92375154	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.91	18.91
Bill	92375157	01/20/2026		· Adult Print General	982.720 · Adult Print General	-47.40	47.40
Bill	92375153	01/20/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-31.33	31.33
Bill	92417227	01/20/2026		· Adult Ref.	982.730 · Adult Ref.	-44.58	44.58
Bill	92417233	01/20/2026		· Adult Print General	982.720 · Adult Print General	-12.72	12.72
Bill	97417230	01/20/2026		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	92417225	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.83	17.83
Bill	97417229	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	92417235	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	92471234	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	92417228	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	92417226	01/20/2026		· Adult Print General	982.720 · Adult Print General	-19.44	19.44
Bill	92417232	01/20/2026		· Youth Print General	982.760 · Youth Print General	-30.78	30.78
Bill	92417231	01/20/2026		· Youth Print General	982.760 · Youth Print General	-5.92	5.92
Bill	92417236	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.93	18.93
Bill	92417237	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	92440430	01/20/2026		· Adult Ref.	982.730 · Adult Ref.	-77.18	77.18
Bill	92440433	01/20/2026		· Youth Print General	982.760 · Youth Print General	-113.10	113.10
Bill	92440429	01/20/2026		· Youth Print General	982.760 · Youth Print General	-19.19	19.19
Bill	92440431	01/20/2026		· Youth Print General	982.760 · Youth Print General	-32.84	32.84
Bill	92440432	01/20/2026		· Youth Print General	982.760 · Youth Print General	-55.00	55.00
Bill	92440428	01/20/2026		· Youth Print General	982.760 · Youth Print General	-14.60	14.60
Bill	92458388	01/20/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	92458383	01/20/2026		· Youth Print General	982.760 · Youth Print General	-16.97	16.97
Bill	92458385	01/20/2026		· Youth Print General	982.760 · Youth Print General	-12.42	12.42
Bill	92458392	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-250.14	250.14
Bill	92458384	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-63.62	63.62
Bill	92458386	01/20/2026		· Adult Print General	982.720 · Adult Print General	-35.12	35.12
Bill	92458387	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.91	18.91
Bill	92458391	01/20/2026		· Adult Print General	982.720 · Adult Print General	-33.53	33.53
Bill	92458389	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-20.28	20.28
Bill	92458390	01/20/2026		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	92497779	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-54.90	54.90
Bill	92497780	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	92497778	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-39.72	39.72
Bill	92497781	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.58	17.58

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	92497777	01/20/2026		· Adult Print General	982.720 · Adult Print General	-12.36	12.36
Bill	92497776	01/20/2026		· Adult Print General	982.720 · Adult Print General	-15.67	15.67
Bill	92497783	01/20/2026		· Adult Ref.	982.730 · Adult Ref.	-108.00	108.00
Bill	94297774	01/20/2026		· Adult Print General	982.720 · Adult Print General	-12.98	12.98
Bill	92497775	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.90	18.90
Bill	92497784	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	92497786	01/20/2026		· Adult Print General	982.720 · Adult Print General	-15.42	15.42
Bill	92586094	01/20/2026		· Adult Print General	982.720 · Adult Print General	-78.13	78.13
Bill	92586090	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	92586087	01/20/2026		· Adult Print General	982.720 · Adult Print General	-15.65	15.65
Bill	92586085	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	92586089	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
Bill	92586088	01/20/2026		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	92586086	01/20/2026		· Adult Print General	982.720 · Adult Print General	-13.80	13.80
Bill	92586093	01/20/2026		· Adult Print General	982.720 · Adult Print General	-16.21	16.21
Bill	92586095	01/20/2026		· Adult Print General	982.720 · Adult Print General	-11.11	11.11
Bill	92586101	01/20/2026		· Adult Print General	982.720 · Adult Print General	-27.84	27.84
Bill	92586104	01/20/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-17.24	17.24
Bill	92586100	01/20/2026		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	92586102	01/20/2026		· Adult Print General	982.720 · Adult Print General	-12.59	12.59
Bill	92586106	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-36.89	36.89
Bill	92586103	01/20/2026		· Adult Large Print	982.710 · Adult Large Print	-37.94	37.94
Bill	92586107	01/20/2026		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
TOTAL						-3,497.61	3,497.61
Bill Pmt -...	**30103**	**01/21/2026**	**KeyBank**	**A/C Ending .....3195 11/10 - 12/09/25 DUE 01/06/2...**	**001.001 · CSB/Operations Checki...**		**-1,439.36**
Bill	XXXX 3195 - 02/06/26	01/20/2026		2026 - CHELSEA WELLNESS - DEC HEALTH STIPE...	969.620 · Staff In-Service & Apprec...	-174.12	175.00
				2026 - ALA- MEMBERSHIP, A ZORAN - 4257505, 12/...	969.323 · Head of Circ Svc. Membe...	-124.38	125.00
				2025 - MICHAELS - TEEN HOLIDAY PROGRAMS	884.273 · Teen Holiday Programs	-40.69	40.89
				2025 - MICHAELS - TEEN ADVISORY BOARD	884.265 · YSG Recognition	-23.68	23.80
				2025 - COTTAGE INN - TEEN REFRESHMENTS	884.276 · Teen Event Supplies	-59.11	59.41
				2025 - CVS - TEEN REFRESHMENTS	884.276 · Teen Event Supplies	-16.61	16.69
				2026 - AMAZON - KINDLE, E-CONTENT	982.416 · eContent/Kindle	-13.92	13.99
				2026 - MICHAELS - TEEN GENERAL PROGRAMS	884.272 · Teen General Programs	-20.02	20.12
				2025 - MIKE'S DELI - STAFF SUPPLIES AT GINGER...	969.620 · Staff In-Service & Apprec...	-44.64	44.86
				2025 - WHOLE FOODS - TEA SUPPLIES	969.620 · Staff In-Service & Apprec...	-79.48	79.88
				2025 - BUSCH'S - STAFF SUPPLIES	969.620 · Staff In-Service & Apprec...	-87.48	87.92
				2025 - MIKE'S DELI - M JENSEN, WORK ANNIVERS...	969.940 · Staff Apprec - Restricted	-24.88	25.00
				2025 - ZOU ZOU'S - M REAME & J MEIDEROIS, WO...	969.940 · Staff Apprec - Restricted	-51.74	52.00
				2025 - PANERA'S - STAFF HOLIDAY SUPPLIES	969.620 · Staff In-Service & Apprec...	-455.91	458.19
				2025 - CLEARY'S - ORIENTATION MTG, B REEVES, ...	969.620 · Staff In-Service & Apprec...	-81.38	81.79
				2026 - LOS TRES AMIGOS - SUCCESSION AND AR...	969.620 · Staff In-Service & Apprec...	-44.32	44.54
				2025 - KAITO ELECTRONICS - WIFI BATTERIES	967.135 · WiFi Hotspots	-44.77	44.99
				2026 - ZOOM - VIDEO CONF SOFTWARE - JAN	967.200 · Equipment Software	-39.30	39.50
				2025 - AMAZON - DIGI* 1/22 - docs - was 982.416, ch...	884.126 · General Adult Programs	-12.93	12.99
TOTAL						-1,439.36	1,446.56
Bill Pmt -...	**30104**	**01/21/2026**	**LAW, CHRISTINE M.**	**LAW - YOGA STORY TIME 01/23/2026**	**001.001 · CSB/Operations Checki...**		**-100.00**
Bill	26-3832-JZ	01/16/2026		LAW - YOGA STORY TIME 01/23/26	884.215 · Early Literacy	-100.00	100.00

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-100.00	100.00
Bill Pmt -...	**30105**	**01/21/2026**	**Midwest Tape**	**2026 - 508294935**	**001.001 · CSB/Operations Checki...**		**-279.94**
Bill	508294935	01/20/2026		2026 - DEC / JAN BOC	982.120 · Adult Books on Disc	-279.94	279.94
TOTAL						-279.94	279.94
Bill Pmt -...	**30106**	**01/21/2026**	**Postmaster**	**2026 - PERMIT #28 - SPRING NEWSLETTER MAILING**	**001.001 · CSB/Operations Checki...**		**-2,000.00**
Bill	26-4174-VK	01/20/2026		2026 - BUSINESS PERMIT #28	880.230 · Newsletter Postage	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -...	**30107**	**01/21/2026**	**Scholastic Library Publishing**	**2026 - INV 80624117- CUST # 2178738**	**001.001 · CSB/Operations Checki...**		**-805.35**
Bill	80624117	01/20/2026		2026 - AUTHORS IN CHELSEA - OVER THE MOON	884.228 · Authors in Chelsea	-720.92	720.92
				2026 - YOUTH READING GROUP - FAKER	884.230 · Youth Reading Group	-57.48	57.48
				2026 - TEEN GENERAL PROGRAMS - HUMMINGBI...	884.272 · Teen General Programs	-26.95	26.95
TOTAL						-805.35	805.35
Bill Pmt -...	**30108**	**01/21/2026**	**T-MOBILE**	**2025 - ACCT 975550022 - STATEMENT DATED 12/2...**	**001.001 · CSB/Operations Checki...**		**-418.36**
Bill	418.36	01/20/2026		2025 - T-MOBILE WIFI HOTSPOTS - 11/21/25 - 12/20/...	850.311 · WiFi Hotspots	-363.64	363.64
				2025 - MOBEE CELL - 11/21/25 - 12/20/25	850.122 · Telecommunications -Mo...	-54.72	54.72
TOTAL						-418.36	418.36
Bill Pmt -...	**30109**	**01/21/2026**	**The Library Network**		**001.001 · CSB/Operations Checki...**		**-10,547.08**
Bill	76437	01/16/2026		2025 - CONSUMER REPORTS ON-LINE - 10/25 - 09/26	982.410 · Electronic Products/Subs	-989.00	989.00
Bill	77464	01/16/2026		2025 - 10 DELL LAPTOPS	967.120 · Computers	-8,219.00	8,219.00
Bill	77498	01/20/2026		2025 - 4TH QTR INTERNET	850.310 · Internet	-1,339.08	1,339.08
TOTAL						-10,547.08	10,547.08
Bill Pmt -...	**30110**	**01/21/2026**	**The Sun Times**	**2026 - 4627-M**	**001.001 · CSB/Operations Checki...**		**-637.50**
Bill	4627-M	01/20/2026		2026 - NEIGHBORS READ (02/04 AND 02/11 EDITIO...	880.110 · Media Buy	-637.50	637.50
TOTAL						-637.50	637.50
Bill Pmt -...	**30111**	**01/21/2026**	**TIFFANY'S GARDEN LLC**	**2025 - SNOW REMOVAL CONTRACT - INV 9977**	**001.001 · CSB/Operations Checki...**		**-1,650.00**
Bill	9977	01/21/2026		2025 - SNOW AND SALT - 12/02/25 - 12/31/25	803.612 · Snow	-1,650.00	1,650.00
TOTAL						-1,650.00	1,650.00
Bill Pmt -...	**30112**	**01/21/2026**	**TUPLIN, MICHELLE**	**2026 - HOMETOWN BOOK CLUB: SISTERS IN THE ...**	**001.001 · CSB/Operations Checki...**		**-150.00**

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0501-CS	01/20/2026		2026 - HOMETOWN BOOK CLUB: SISTERS IN THE ...	884.119 · General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -...	**30113**	**01/21/2026**	**Unique Management Services I...**	**2025 - 6149541 CLIENT # 1954 - COLLECTION FEES...**	**001.001 · CSB/Operations Checki...**		**-53.70**
Bill	6149541	01/16/2026		2025 DEC - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-53.70	53.70
TOTAL						-53.70	53.70
Bill Pmt -...	**30114**	**01/21/2026**	**Verizon Wireless**	**INV 6132162932 - ACCT 442098695-00001 - 11/29 - ...**	**001.001 · CSB/Operations Checki...**		**-671.46**
Bill	6132162932	01/20/2026		HOT SPOTS - 11/29 - 12/28/25 (12/29 - 01/28/26 - pg6)	850.311 · WiFi Hotspots	-540.18	540.18
				IT CELL PHONE - 11/29 - 12/28/25 (12/29 - 01/28/26 -...	850.121 · IT Cell Phone	-51.06	51.06
				MOBEE WIFI + HOTSPOT 11/29 - 12/28/25 (12/29 - 0...	850.310 · Internet	-80.22	80.22
TOTAL						-671.46	671.46
Bill Pmt -...	**30115**	**01/22/2026**	**BISECT HOSTING**	**MINECRAFT HOSTING**	**001.001 · CSB/Operations Checki...**		**-142.29**
Bill	35812549	01/22/2026		MINCRAFT HOSTING 01/13/2026 - 01/12-2027	803.395 · Website Hosting & Service	-142.29	142.29
TOTAL						-142.29	142.29
Bill Pmt -...	**30116**	**01/22/2026**	**SANGOMA US INC**	**2026 - C188603 - VOIP**	**001.001 · CSB/Operations Checki...**		**-480.89**
Bill	C188603	01/22/2026		2026 - C188603 - VOIP - 12/26/25 - 01/25/26	850.120 · Telephone	-480.89	480.89
TOTAL						-480.89	480.89
Bill Pmt -...	**30117**	**01/22/2026**	**BOONE AND DARR**	**INVOICE 7388**	**001.001 · CSB/Operations Checki...**		**-3,365.78**
Bill	7388	01/22/2026		2025 - ANNUAL INSPECTION	803.870 · Plumbing MA	-140.00	140.00
				2026 - 5 TOILETS, BOILER BACKFLOW	803.010 · Maint Svc Contingency	-3,225.78	3,225.78
TOTAL						-3,365.78	3,365.78
Bill Pmt -...	**ACH 251221**	**01/12/2026**	**Alerus Financial**	**2025 - Entity code nos. 400298 / 110320 - pay period...**	**001.001 · CSB/Operations Checki...**		**-7,155.86**
Bill	20251221-ACH	01/06/2026		25/26 12/21/25 - 01/03/26 - PAID 01/09/26 - PR ER 5...	231.002 · Payroll Lia/401A MtchER ...	-1,780.14	1,780.14
				25/26 12/21/25 - 01/03/26 - PAID 01/09/26 - PR EE P...	702.300 · Per Svcs - Retrmnt - EE ...	-4,337.52	4,337.52
				25/26 12/21/25 - 01/03/26 - PAID 01/09/26 - PR FLEX ...	710.500 · Per Svcs - Fringe B ER 7...	-1,038.20	1,038.20
TOTAL						-7,155.86	7,155.86
Bill Pmt -...	**ACH 260104**	**01/20/2026**	**Alerus Financial**	**2026 - Entity code nos. 400298 / 110320 - pay period...**	**001.001 · CSB/Operations Checki...**		**-6,303.22**
Bill	260104	01/20/2026		2026 01/04/26 - 01/17/2026 PAID 01/23/26 - PR ER 5...	231.002 · Payroll Lia/401A MtchER ...	-1,936.39	1,936.39
				2026 01/04/26 - 01/17/2026 PAID 01/23/26 - PAID 01/0...	702.300 · Per Svcs - Retrmnt - EE ...	-2,812.35	2,812.35
				2026 01/04/26 - 01/17/2026 PAID 01/23/26 - PR FLEX...	710.500 · Per Svcs - Fringe B ER 7...	-898.92	898.92
				2026 01/04/26 - 01/17/2026 PAID 01/23/26 - 457(b) R...	702.303 · Per Svcs - EE - Fringe B...	-655.56	655.56

Chelsea District Library
Monthly Check Register
January 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-6,303.22	6,303.22

4:55 PM
02/06/26
Accrual Basis

Chelsea District Library
Donation and Restricted
January 2026

	Jan 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.110 · Designated Adult Programming	0	6,250	(6,250)
674.111 · Designated Youth Programming	0	5,250	(5,250)
674.112 · Designated Music Focus Programs	0	2,000	(2,000)
674.113 · Designated Exhibits Programming	0	2,000	(2,000)
674.120 · Undesignated Donation	1,400		
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
Total 674.000 · Revenue Contribution & Donation	1,400	19,250	(17,850)
Total Income	1,400	19,250	(17,850)
Gross Profit	1,400	19,250	(17,850)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	2,000	(2,000)
Total 884.211 · Authors in Chelsea	0	2,000	(2,000)
Total 884.210 · Youth Speakers	0	2,000	(2,000)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
Total 884.400 · Music Focus	0	2,000	(2,000)
884.500 · Artist In Residence			
884.970 · Artist In Resdience Restricted	0	1,000	(1,000)
Total 884.500 · Artist In Residence	0	1,000	(1,000)
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	2,000	(2,000)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,750	(1,750)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	0	4,500	(4,500)
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	0	3,250	(3,250)
Total 884.920 · Youth Programming Restricted	0	3,250	(3,250)
Total 884.000 · Programming	0	12,750	(12,750)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	0	750	(750)
Total 969.600 · Staff Training, In-Service	0	750	(750)
Total 969.000 · CE, Staff Development & Travel	0	750	(750)
Total Expense	0	16,500	(16,500)
Net Ordinary Income	1,400	2,750	(1,350)
Net Income	1,400	2,750	(1,350)

9:02 AM
02/13/26
Accrual Basis

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

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26	TOTAL Budget	TOTAL $ Over Budget	TOTAL % of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue 402	1,242,827	83,333	0	0	0	0	0	0	0	0	0	0	1,326,160	2,516,825	(1,190,665)	53%
540.100 · State Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	67,700	(67,700)	0%
574.100 · Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000	(8,000)	0%
645.100 · Copiers & Printers	0	494	0	0	0	0	0	0	0	0	0	0	494	4,000	(3,506)	12%
657.100 · Non-Resident Fees 607.100	0	125	0	0	0	0	0	0	0	0	0	0	125	4,000	(3,875)	3%
657.200 · ILL Fees/Collection Agency Rec	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	(1,000)	0%
665.000 · Bank Interest 665.100	75	0	0	0	0	0	0	0	0	0	0	0	75			
665.100 · Investment Gains/Losses 666.100	4,746	0	0	0	0	0	0	0	0	0	0	0	4,746	70,000	(65,254)	7%
669.000 · Investment Value Change 665.500	(785)	0	0	0	0	0	0	0	0	0	0	0	(785)			
674.000 · Revenue Contribution & Donation	1,400	500	0	0	0	0	0	0	0	0	0	0	1,900	24,655	(22,755)	8%
Total Income	1,248,263	84,452	0	0	0	0	0	0	0	0	0	0	1,332,715	2,696,180	(1,363,465)	49%
Gross Profit	1,248,263	84,452	0	0	0	0	0	0	0	0	0	0	1,332,715	2,696,180	(1,363,465)	49%
Expense																
701.000 · Personnel Svcs Control Acct 701	83,343	55,647	0	0	0	0	0	0	0	0	0	0	138,990	1,530,647	(1,391,657)	9%
727.000 · Supplies 727	1,173	(16)	0	0	0	0	0	0	0	0	0	0	1,157	24,350	(23,193)	5%
731.000 · Other Svc - Postage 727.700	0	0	0	0	0	0	0	0	0	0	0	0	0	900	(900)	0%
732.000 · Supplies-Maintenance 727.800	23	17	0	0	0	0	0	0	0	0	0	0	40	7,550	(7,510)	1%
758.000 · FUEL - DIESEL	33	0	0	0	0	0	0	0	0	0	0	0	33	750	(717)	4%
801.000 · Professional & Contractual Svcs	2,363	1,172	0	0	0	0	0	0	0	0	0	0	3,535	144,924	(141,389)	2%
802.000 · Admin-Fees & Misc Costs 801.300	55	35	0	0	0	0	0	0	0	0	0	0	90	1,540	(1,450)	6%
803.000 · Maintenance Service Contracts	19,199	3,670	0	0	0	0	0	0	0	0	0	0	22,869	182,337	(159,468)	13%
850.000 · Telecommunications	1,178	0	0	0	0	0	0	0	0	0	0	0	1,178	47,000	(45,822)	3%
880.000 · Promotional Materials	6,715	2,225	0	0	0	0	0	0	0	0	0	0	8,940	88,700	(79,760)	10%
884.000 · Programming	28,902	126	0	550	0	780	0	0	0	0	0	0	30,358	156,400	(126,042)	19%
885.000 · Volunteer	29	(7)	0	0	0	0	0	0	0	0	0	0	22	2,600	(2,578)	1%
920.000 · Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	78,350	(78,350)	0%
960.000 · Board & Director Expense	37	0	0	0	0	0	0	0	0	0	0	0	37	3,800	(3,763)	1%
965.000 · Automation Services	0	14,344	0	0	0	0	0	0	0	0	0	0	14,344	55,070	(40,726)	26%
966.000 · Insurance 801.200	0	0	0	0	0	0	0	0	0	0	0	0	0	26,513	(26,513)	0%
967.000 · Equipment	4,392	6,976	0	0	0	0	0	0	0	0	0	0	11,368	86,360	(74,992)	13%
969.000 · CE, Staff Development & Travel	1,620	1,174	0	0	0	0	0	0	0	0	0	0	2,794	27,435	(24,641)	10%
970.000 · Capital Expense 980.00	0	0	0	0	0	0	0	0	0	0	0	0	0	117,560	(117,560)	0%
982.000 · Collection Expense	8,851	314	0	0	0	0	0	0	0	0	0	0	9,165	270,424	(261,259)	3%
Total Expense	157,913	85,677	0	550	0	780	0	0	0	0	0	0	244,920	2,853,210	(2,608,290)	9%
Net Ordinary Income	1,090,350	(1,225)	0	(550)	0	(780)	0	0	0	0	0	0	1,087,795	(157,030)	1,244,825	
Net Income	1,090,350	(1,225)	0	(550)	0	(780)	0	0	0	0	0	0	1,087,795	(157,030)	1,244,825	

9:16 AM
02/13/26
Accrual Basis

Chelsea District Library
Profit & Loss Prev Year Comparison
January through December 2026

	Jan - Dec 26	Jan - Dec 25	$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue 402	1,326,160.41	2,383,692.14	-1,057,531.73	-44.37%
540.100 · State Aid	0.00	95,693.40	-95,693.40	-100.0%
574.100 · Penal Fines	0.00	12,034.27	-12,034.27	-100.0%
645.100 · Copiers & Printers	494.20	4,873.97	-4,379.77	-89.86%
657.100 · Non-Resident Fees 607.100	125.00	2,145.00	-2,020.00	-94.17%
657.200 · ILL Fees/Collection Agency Rec	0.00	540.00	-540.00	-100.0%
665.000 · Bank Interest 665.100	75.07	539.99	-464.92	-86.1%
665.100 · Investment Gains/Losses 666.100	4,746.10	104,268.40	-99,522.30	-95.45%
669.000 · Investment Value Change 665.500	-785.19	6,047.40	-6,832.59	-112.98%
671.000 · Misc Income & Refunds 606.000	0.00	8,742.78	-8,742.78	-100.0%
674.000 · Revenue Contribution & Donation	1,900.00	69,534.68	-67,634.68	-97.27%
Total Income	1,332,715.59	2,688,112.03	-1,355,396.44	-50.42%
Gross Profit	1,332,715.59	2,688,112.03	-1,355,396.44	-50.42%
Expense				
701.000 · Personnel Svcs Control Acct 701	138,989.95	1,369,314.82	-1,230,324.87	-89.85%
727.000 · Supplies 727	1,156.94	14,089.17	-12,932.23	-91.79%
731.000 · Other Svc - Postage 727.700	0.00	923.08	-923.08	-100.0%
732.000 · Supplies-Maintenance 727.800	39.85	2,328.94	-2,289.09	-98.29%
758.000 · FUEL - DIESEL	33.41	327.12	-293.71	-89.79%
801.000 · Professional & Contractual Svcs	3,535.44	60,721.55	-57,186.11	-94.18%
802.000 · Admin-Fees & Misc Costs 801.300	89.63	940.11	-850.48	-90.47%
803.000 · Maintenance Service Contracts	22,869.49	155,682.69	-132,813.20	-85.31%
850.000 · Telecommunications	1,178.35	31,946.59	-30,768.24	-96.31%
880.000 · Promotional Materials	8,939.86	78,922.55	-69,982.69	-88.67%
884.000 · Programming	30,357.29	151,893.86	-121,536.57	-80.01%
885.000 · Volunteer	21.65	2,999.26	-2,977.61	-99.28%
920.000 · Utilities	0.00	75,947.75	-75,947.75	-100.0%
960.000 · Board & Director Expense	37.06	4,054.88	-4,017.82	-99.09%
965.000 · Automation Services	14,344.15	46,890.26	-32,546.11	-69.41%
966.000 · Insurance 801.200	0.00	25,116.00	-25,116.00	-100.0%
967.000 · Equipment	11,367.33	45,149.26	-33,781.93	-74.82%
969.000 · CE, Staff Development & Travel	2,793.85	24,395.45	-21,601.60	-88.55%
970.000 · Capital Expense 980.00	0.00	200,184.66	-200,184.66	-100.0%
982.000 · Collection Expense	9,164.88	248,776.18	-239,611.30	-96.32%
991.004 · Debt Principal - Leases GASB87	0.00	7,650.00	-7,650.00	-100.0%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	2,937.00	-2,937.00	-100.0%
994.000 · Debt Interest - GASB87	0.00	498.00	-498.00	-100.0%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	716.00	-716.00	-100.0%
Total Expense	244,919.13	2,552,405.18	-2,307,486.05	-90.4%
Net Ordinary Income	1,087,796.46	135,706.85	952,089.61	
Net Income	**1,087,796.46**	**135,706.85**	**952,089.61**	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

January 31, 2026

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$171,208.59	$274,162.20	$445,370.79
Paypal Account	003.002	$400.00	-$250.00	$150.00
Cash on Hand		$171,608.59	**$273,912.20**	**$445,520.79**
Ameriprise Account				
MMF - Interest and earnings	017.003	$1,111,394.51	3,960.91	$1,115,355.42
MMF - Deposits and withdrawls	017.003		$600,000.00	$600,000.00
Fixed Income Fund	017.004	$957,658.42	$0.00	$957,658.42
Investment Partners Total		**$2,069,052.93**	**$603,960.91**	**$2,673,013.84**
Total General Fund		**$2,240,661.52**	**$877,873.11**	**$3,118,534.63**

8.1

Ameriprise January 31, 2026

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*
12/31/25						$2,069,052.93
01/31/26	$2,069,052.93	$600,000.00	$4,746.10	-$785.19	$0.00	$2,673,013.84
02/29/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
03/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
04/30/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
05/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
06/30/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
07/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
08/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
09/30/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
10/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
11/30/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
12/31/26	$2,673,013.84	$0.00	$0.00	$0.00	$0.00	
Balance YTD	$2,069,052.93	$600,000.00	$4,746.10	-$785.19	$0.00	
	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 February 2026 board meeting

Staff Announcements

Staff Work Anniversaries

Teen Librarian Stacey Comfort celebrated her seven-year work anniversary on February 11. She is doing remarkable work with the teens in our community.

State Aid Report

I submitted the data-heavy state aid annual report for FY'24 on February 7 to the Library of Michigan. This is a huge undertaking and could not be accomplished without the help of Scott/Brendan, Amy, Shannon, and Virginia. Thanks all!

Successful reporting on FY'23 resulted in $17,520 in income last year, so it is definitely worth the effort!

Heritage Months @ CDL

Throughout the calendar year, we honor, celebrate, and educate the public on the history, culture, and contributions of groups of people who are a part of the American fabric. In 2026, we will recognize the following Heritage Months with book displays. (We have not committed to programs or events for all of the months, but we do want book displays for each.)

February: Black History Month
March: Women's History Month
April: Arab American & Jewish American History Month
May: Asian American & Pacific Islander Heritage Month
June: Pride Month
September: Hispanic American Heritage Month
October: Filipino-American History Month
November: Native American Heritage Month

Annual Staff In-Service

Staff will come together on Friday, February 27 for our annual in-service day. We are still developing the agenda but are committed to presentations/programs on dementia-friendly libraries, AI's impact on libraries, a review of strategic plan successes, and how to implement the plan going forward.

Thank you for approving the closure of the library on that day so that we can all focus on the agenda.

News from the AI Front

AI's role in the creation of library materials is evolving at a rapid pace.

From the Head of Children's Services at FCL/Farmington Hills:

> *Hi library land,*
>
> *At a recent MetroNet Youth Services meeting, we discussed whether our libraries have policies or procedures related to purchasing AI-created materials. One library shared that they had selected a title that turned out to be AI-generated and of very poor quality.*

We at FCL realized we had also purchased this same title after seeing a positive School Library Journal review from September that rated it "highly recommended," without disclosing that the author was AI-generated. When our copies arrived shortly after this discussion, we confirmed what Baldwin Public Library had reported: the illustrations were flawed, and the text contained factual errors. The title is Factology: Greek Myths (ISBN 9781787081796).

We have since removed the title from our collection, and I reached out to SLJ for clarification about their review process. After multiple emails and calls, I received two responses from their Editorial Director, Hallie Rich. I requested that that specific review be flagged on their site, and that future reviews clearly indicate when materials are fully or partially authored by AI. Ms. Rich shared that SLJ will be looking at their procedures but relies on publishers to self-disclose AI authorship and that "the material itself met our selection criteria."

As many of us begin developing AI-related collection policies, it seems prudent to be aware that SLJ is not currently flagging AI-generated materials in their reviews.

The Management Team discussed this issue and opted to closely watch developments in this area to see if we need to make any changes to policies or practices.

Strategic Plan 2024-28 Progress in January 2026

1.1 Provide a welcoming place for all

- Hosted Friends of CDL annual meeting
- Tech Specialist Everett Mayes attended Association of Bookmobile and Outreach Services (ABOS) education webinar, Next Steps in Serving Your Patrons with Dementia, as a means of ensuring that we are connecting well with residents living with dementia in our senior living community Mobee stops

1.2 Elevate the library as a location for community building

- Partnered with Silver Maples Gallery 100 on an exhibition featuring CDL newsletter cover artists, bringing together eleven artists, their families, and the public at an opening reception

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

- Planned partnered program in April with Michigan Friends Center exploring AI, data centers, and hidden environmental costs

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

- Created a Year in Review presentation for Friends members at their annual meeting
- Head of Marketing & Outreach Virginia Krueger met with Destination Ann Arbor rep about highlighting CDL programming as a draw for people to come to Chelsea
- Head of Marketing & Outreach Virginia Krueger met with reps from Homefront Magazine who will feature the Midwest Literary Walk in their spring publication
- Head of Marketing & Outreach Virginia Krueger is coordinating with D&B Marketing to share library news in the City of Chelsea monthly newsletters
- Head of Information Services Shannon Powers shared library news at Chelsea Area Chamber Ambassadors meeting

- Participated in Chamber Business Breakfast to let community stakeholders know how the library is giving back
- Library director participated in Rotary and on the Chamber board

2.2 Green the library

- Marketing & Communications team working on a project with the Friends to get more used books out into the community and reduce the number of books sent to be recycled

3.1 Prepare a strategy for the 2029 millage

- Head of Marketing & Outreach Virginia Krueger began design work to add an educational page to the library's website about library funding
- Krueger and Coryell started a 2029 Millage Google drive with FAQs about library funding

Out and About: Meetings/Activities Attended January 2026

- Chelsea Area Chamber of Commerce's Citizen of the Year and Lifetime Achievement selection committee – January 6
- Cuppa Conversations – January 8
- Chelsea Area Chamber Business Breakfast – January 8
- Friends board meeting – January 13
- Gallery 100 Beyond the Cover exhibit kickoff (Silver Maples)– January 15
- Chelsea Area Chamber Board meeting – January 15
- Chamber "ambush" of Merkels as Lifetime Achievement Award – January 16
- Rotary meetings – January 13 20 & 27
- Walk to School Wednesday – January 7 & 14
- Chamber "ambush" of Zou Zou's – large business award – January 23
- Friends Annual Meeting – January 24
- Rotary board meeting – January 27
- Rotary event at Purple Rose Theatre – January 31

Chelsea District Library
Assistant Director's Report
January 2026

Facility
This extended cold, snowy weather can be hazardous for facilities but so far, we have not had any serious issues. It may exacerbate the flat roof conditions but we won't really know until the snow and ice subside.
Updates:
Johnson Controls/chilled water and boiler pump couplings- this repair did not happen in January but is on the schedule for early February.

The toilet repairs were made and the backflow device for the boiler water installed.

Kleinschmidt Roofing did the roof inspection this month and found no new issues. We did budget for both of the flat sections (over the entrance and connector) to be reroofed this year, based on an estimate in early 2025. As I expected, this year's proposal was a bit higher but not as bad as I thought it might be. The smaller one (connector) falls under our RFP limit, so I'd like to schedule that repair for this spring or summer since it is in worse condition than the larger one.

Volunteers
In January we had 194 book sale hours and 86.75 non-book sale hours, for a total of 280.75 hours.

HR- We had several anniversaries in January: Chris had his 10 anniversary on the 3rd; Lori and Everett share an anniversary on the 4th, Lori starting her 11th year and Everett his fifth; and Jessica just finished her twelfth year at CDL!

Programs and meetings
This is the second year we have volunteered at the Ronald McDonald House in Ann Arbor on Martin Luther King Day and the first time I was able to participate. It was a great experience to join with other CDL staff and cook dinner for the families staying there. They were very grateful as they came through to collect a meal. I hope we brought them some small amount of comfort during what must be a very difficult time in their lives. Thanks to Lori for making sure we were booked for two spots this year!

Respectfully submitted,
Linda Ballard
Assistant Director

January Highlights

- January kicked off Neighbors Read, our community read in partnership with the Dexter District Library and Serendipity Books. We had 350 copies of the book *Dead Moose on Isle Royale* to distribute to the community, and every one of them went out. We also added 7 copies to our collection, and all 7 were borrowed as well. We heard comments from patrons at the reference desk, at our monthly book clubs, and at programs about how much they're looking forward to the author visit in February.
- Last year the library did not offer an MLK Jr. Day event, and we had several patron comments requesting that we return to the tradition of hosting events in honor of Dr. King and his legacy. In response, we had two showings of a film called We Are the Dream. This documentary follows a school district in Oakland County that hosts an oratorical competition for students in the spirit of MLK Jr. Patrons who attended were effusive about the film and greatly appreciated the library offering the viewing.
- Martin Luther King Jr. Day also gave staff the opportunity to volunteer and give back. Along with other library staff, I volunteered at the Ronald McDonald House to cook dinner for families. Jessica Zubik created ready made, healthy meals for Lunches with Love with her children. Stacey Comfort helped create appreciation bookmarks for nurses.
- Jessica Zubik hosted our first Early Childhood Resource Fair. This is an extension of the Preschool Fair we have hosted in the past. This event gathered together individuals and organizations that provide services or resources for parents of young children, including preschools, family services organizations like Faith in Action and Thriving Minds, a local diaper bank, and even our community social worker. We had 31 attendees and were pleased with this first time attendance.

Outreach and Meetings

- I attended the Chamber Ambassador meeting where members voted for the Small, Large, and Non-Profit Business Leadership Awards
- I met with the librarians, Lori, and Virginia for our quarterly programming meeting
- I met with Linda and Lori to discuss the Librarian Archivist position and a possible candidate
- Virginia, Katie, and I met to discuss promoting the Midwest Literary Walk and revamping the process for securing Summer Reading Program sponsors

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits

	Adult Program Attendance				
1/7/2026	Reading Glasses Book Club	9			
1/8/2026	Fact and Fiction: The Art of British Spy Craft		12		
1/10/2026	Purple Rose Reading		138		
1/14/2026	Books and Banter	8			
1/15/2026	Winter Wellness	15			
1/16/2026	We Are the Dream viewing (2 viewings, 1/20/26 as well)	21			
1/18/2026	Sonic Sundays - Mary Lou Williams Film	3			
1/21/2026	Hometown Book Club	7			
1/25/2026	Intro to Urban Watercolor Sketching Workshop	19			
1/31/2026	Early Childhood Resource Fair	31			
		113	150		
	Adult Program Totals				
	Early Literacy Program Attendance				
1/6/2026	Babytime	18			
1/8/2026	Toddlertime	32			
1/9/2026	Preschool Storytime	11			
1/13/2026	Babytime	19			
1/15/2026	Toddlertime	18			
1/16/2026	Preschool Storytime	8			
1/17/2026	KinderConcert	33			
1/20/2026	Babytime	27			
1/22/2026	Toddlertime	24			
1/23/2026	Yoga Storytime	12			
1/27/2026	Babytime	15			
1/29/2026	Toddlertime	18			
1/30/2026	Preschool Storytime				
	Early Literacy Program Totals	235			
	Youth Program Attendance				
1/5/2026	Lego Club	21			
1/6/2026	The Rookery Chess Clinics	15			

1/13/2026	Tween Book Club	6			
1/13/2026	The Rookery Chess Clinics	8			
1/15/2026	Read to Library Dogs	10			
1/20/2026	The Rookery Chess Clinics	11			
1/27/2026	The Rookery Chess Clinics	10			
	Youth Program Totals	*81*			
	Teen Program Attendance				
1/2/2026	PWNED Teen Gaming Club	2			
1/8/2026	TTT: Book Bedazzling	1			
1/9/2026	TFT: Book Bedazzling	4			
1/22/2026	TTT: Don't Press That Button!	2			
1/23/2026	TFT: Don't Press That Button!	0			
	Teen Program Totals	*9*			
	Outreach Program Attendance				
1/8/2026	Storytime @ Mudpies	32			
1/9/2026	St. Louis Center Storytime	4			
1/9/2026	Spelling Bee @ Dancey	6			
1/12/2026	Chel Garden Club Luncheon	50			
1/13/2026	Storytime @ ECC	38			
1/14/2026	Storytime @ ECC	7			
1/15/2026	Book Club @ Pines	9			
1/15/2026	Silver Maples Gallery 100 CDL Artist Reception	35			
1/16/2026	BLANK the Librarian (teen)	238			
1/21/2026	Storytime @ First Steps	14			
1/22/2026	Storytime @ ECC	25			
1/30/2026	PTO Science Night @ WSEC	134			
	Outreach Program Totals	*593*			
	Walk to School Wednesdays				
1/14/2026	Walk to School Wednesdays	*7*			
	WTSW Totals	*7*			

	Mobee Visit Program Attendance				
1/5/2026	Silver Maples (adult)	3			
1/6/2026	Pines (adult)	8			
1/12/2026	Silver Maples (adult)	4			
1/12/2026	CRC Dancey (adult)	7			
1/21/2026	CSD After Care (youth)	45			
1/26/2026	Silver Maples (adult)	6			
	Mobee Totals	*73*			

Ingenuity Engine

Program Stats

Date	Program	Attendance
1/5/2026	Be Ingenious Workshop	**3**
1/10/2026	Be Ingenious Workshop	**8**

One-One Appointment Stats

Number of Visits	59
Number of Unique Users	28

Reference, Collections, Deliveries, and Other

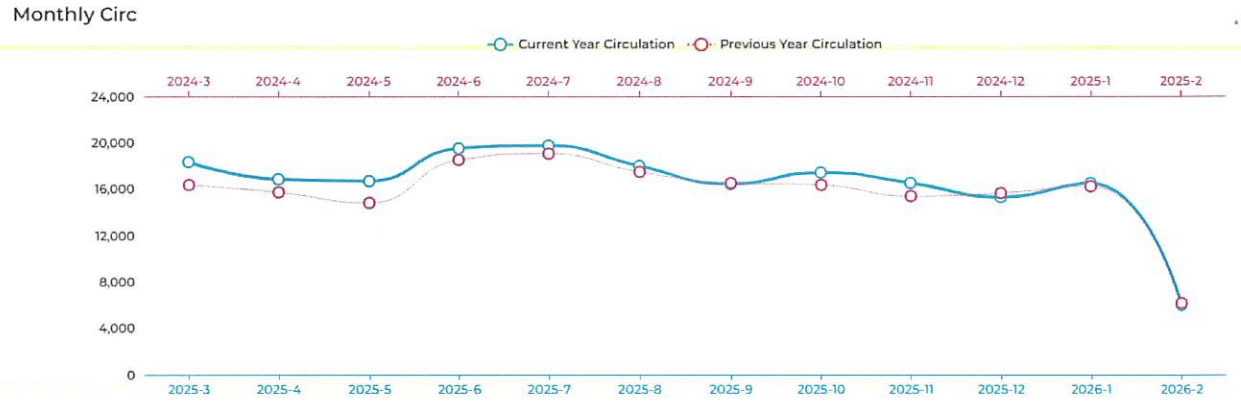
Services	January 26*
Reference Questions	1,416
CDL Delivers & Deposit Book Deliveries	19

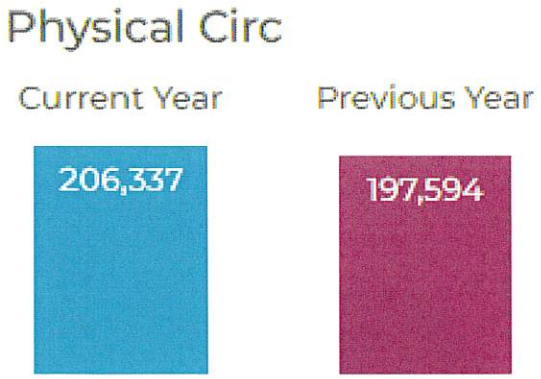
*The Chelsea District Library was closed on Jan 1 for the New Year's Day holiday. The Chelsea District Library was closed on Jan 19 for the Martin Luther King Jr. Day holiday. CDL also closed early on Jan 14 at 5:30 for inclement weather.

Library IQ

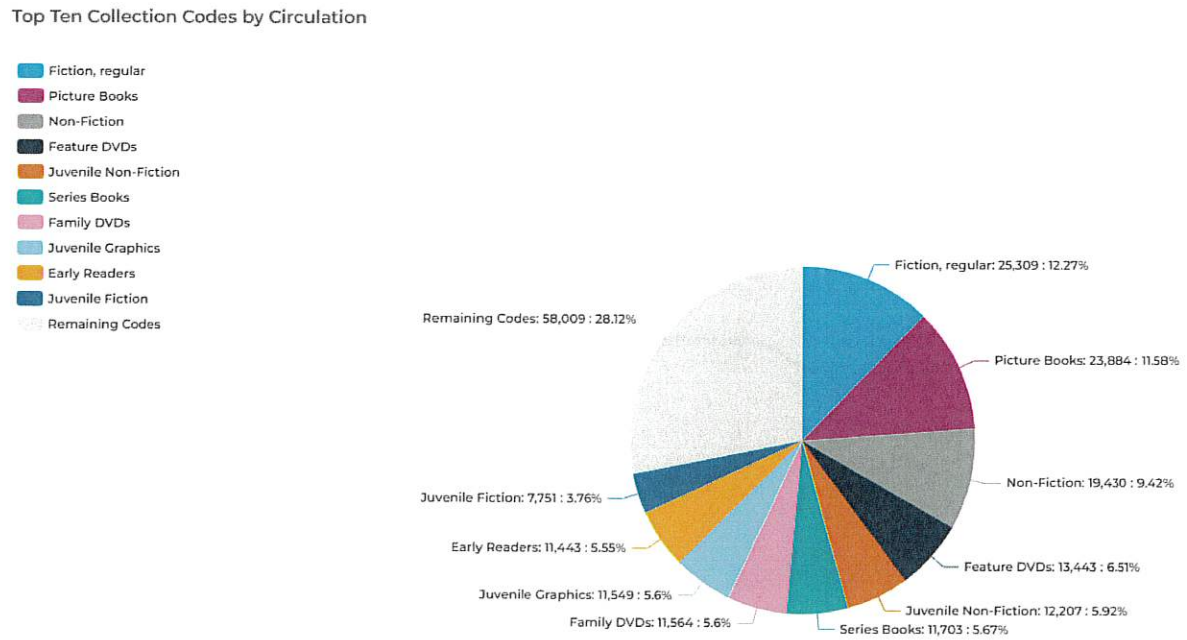
Collection Stats

Our circulation of physical materials has remained steady over the past 12 months. In January 2026, we circulated 277 more analog items than January 2025.

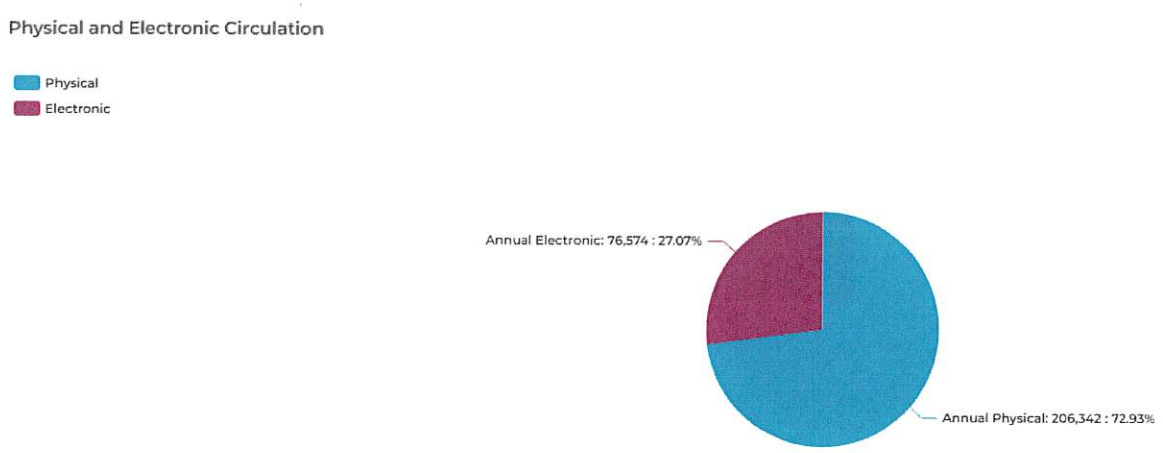




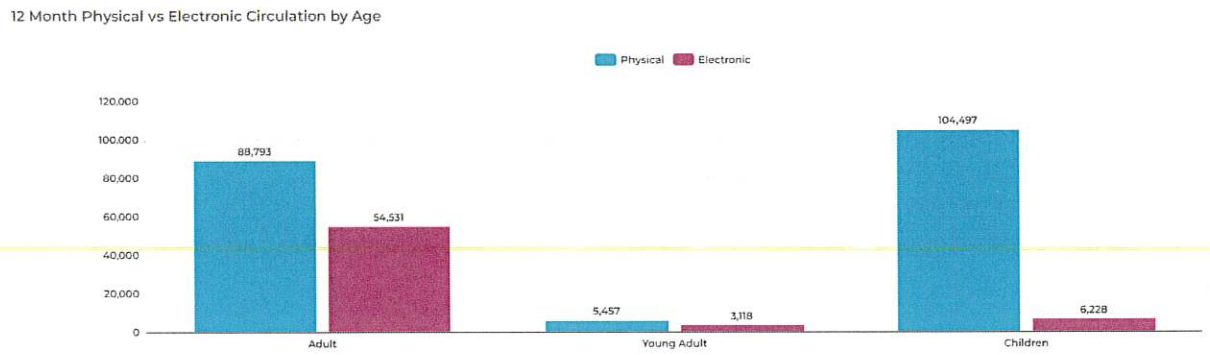
Of these circs, Adult Fiction print materials remains the most borrowed material type, with juvenile picture books a close second. As noted in past reports, while CDs for both music and books have declined in use, DVD checkouts remain steady.



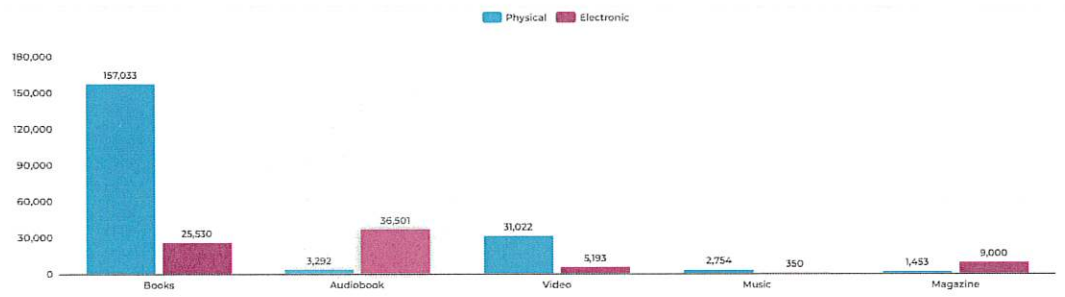
Of overall circulation, analog materials now account for less than 75%.



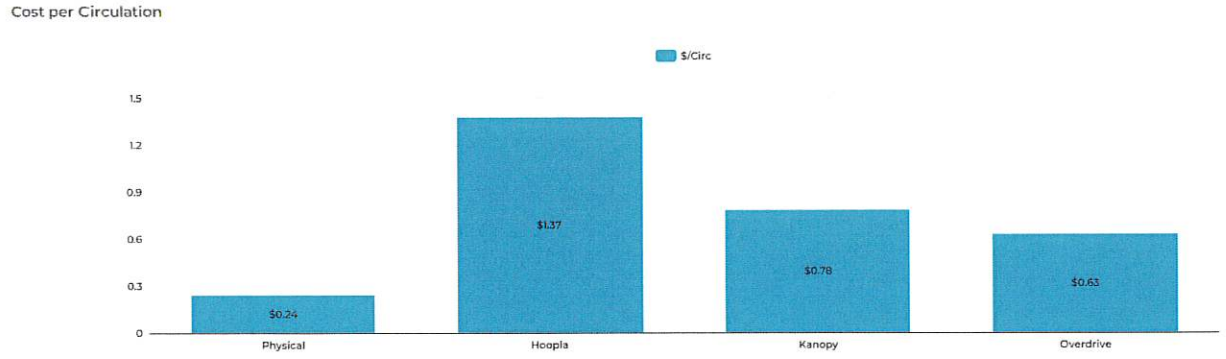
But this still varies drastically by age, as digital materials account for 38% of all borrows for adult materials over the last 12 months, whereas digital materials account for only 5.6% of all borrows for childrens materials.



The only collections that have more digital borrows than analog are our audiobook and book on cd collections and our magazine collections:



Unfortunately, digital materials remain significantly more expensive than analog materials. One circulation of a book costs approximately $0.24, whereas one Hoopla borrow is $1.37



Patron Feedback

- At our Books and Banter book club, a regular member (and recent donor to the library) told me that the library and the book club have become a prominent and loved part of her life, and she is grateful. It was wonderful to hear about how something as simple as a monthly book club could impact someone so much.
- A patron stopped in to thank us for helping her download Hoopla. She told us she was able to watch a TV show she couldn't find anywhere else.
- Patrons told us how much they enjoy the community puzzle.
- Some patrons stopped by the desk to tell staff that this was their favorite and nicest library.

Head of Marketing & Outreach Monthly Board Report
(January 1–31, 2026): Respectfully submitted by Virginia Krueger

Marketing & Outreach Overview:

January kicked off with the opening reception at Gallery 100 of *Beyond the Cover, Celebrating Local Art* featuring eleven former CDL newsletter cover artists. It was a successful event and this gorgeous collection of art will be on display through the end of February.

Behind the scenes in the marketing office, it is time to start preparing for three months of author visits and the creation of the spring newsletter. Our Neighbors Read kicked off and we put posters up around town advertising Jeffrey Holden's visit on February 21. Additionally, Holden was awarded a Michigan Notable Book Award for *Dead Moose on Isle Royale*, so we spent some time adding that distinction to planned marketing efforts.

The website is updated and all print materials are in hand for Authors in Chelsea and will be used by the librarian team to get the Chelsea School District students excited for the author visits in March. This year we will welcome Ashley Wolff, Sy Montgomery, and Natalie Lloyd.

Finally, the preparations have begun for the 2026 Midwest Literary Walk. New to the Walk this year is a play reading by Purple Rose Theatre Company. This reading will happen prior to our three visiting author talks and will be titled the 2026 Purple Rose Theatre Company New Works Comedy Fest! It will include several scenes from plays written by Michigan playwrights including a featured new work by Founder and Artistic Director Jeff Daniels. Our three visiting authors

include Anishinaabe/Métis storyteller Chris La Tray, George Orwell Prize Fellow Carmen Bugan, and *New York Times* Bestselling Author and Cartoonist Nathan Pyle. The event page is updated on our website and print materials are in the design process.

Outreach Overview:

In January, we started piloting weekly stops at Silver Maples and the Pines. Feedback from members of the Association of Bookmobile and Outreach services indicated that the senior population—especially those experiencing memory loss—benefit from the regular schedule of weekly stops. In order to try out this new schedule, Everett is staffing the additional stops on his own, as there is support staff to help with the residents available at each location. We will add CRC Dancey House to the weekly stop schedule in February and meet at the end of the month for feedback on how this is received from these community partners, the residents, and our staff.

Technology Outreach:

Everett helped eleven patrons with technology needs in January. The patrons using this service tend to be ages 60+, with a preference to meet in the mornings. The evening drop-in hours have not been well attended and we will likely adjust the schedule for spring to ensure Everett's availability matches when there is demand.

eNews Metrics:
We sent five weekly eNewsletters in January and included book recommendations each week. This content performed very well:

- Beach Reads - (10 books) 35 clicks
- Youth Title Read-Alikes - (5 books) 4 clicks
- Teen Title Read-Alikes - (5 books) 8 clicks
- Family Read Alouds - (10 books) - 6 clicks
- 2025 Most Popular Title Read-Alikes (10 books) - 44 clicks
- MLK Jr. Day Titles - (12 books) - 14 clicks

Month	Emails Sent	Subscribers	Open Rate	Emails Sent	Emails Opened
January	5	4,453	59%	20,275	11,417
Totals	5	4,453	59%	20,275	11,417

Social Media Metrics:

Our highest performing posts are those that include staff and patron stories, as well as those reminding people of our availability for social services—our place as a registered heating and

cooling center, our community social worker hours, etc. Photos are the most popular media item to drive engagement.

Month	Facebook Followers	Facebook Page Visits	Facebook Content Views	Instagram Followers	Instagram Profile Visits	Instagram Content Views
January	3,943	1,400	71,300	1,216	55	5,600

Google Advertising:
We have a nonprofit ad grant of up to $10,000/month from Google. I work with a vendor, Koios, to manage our ad campaigns and we started the year very positively, spending almost all of our ad grant money for the month and driving an additional 16% of traffic to our website.

Month	Ad Grant Spent	Website Impressions	Website Clicks	Percent of Web Traffic	Top Five Campaigns
January	$9,465.78	14,279	1,491	16.2%	Digital Media, Cross Network Ads, Kanopy, Overdrive, Website discovery

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. In January, we had 335 patrons register for programs, which included a Purple Rose Theatre Company play reading. Purple Rose Theatre Company does a great job of advertising these readings and we always see a spike in "other" and "word of mouth" in the months that include a reading.

Month	Print Newsletter	eNewsletter	Website	Social Media	Chelsea Update/ Local Paper	Word of Mouth	Blank/ Other	Total
January	57	64	21	15	18	64	96	335
2025 Totals	**57**	**64**	**21**	**15**	**18**	**64**	**96**	**335**

Other miscellaneous duties:

- Helped at Chelsea School District Science Night
- Presented at quarterly Chamber of Commerce Business Breakfast
- Coordinated with Chelsea Senior Center staff for partnered events
- Completed Everett's annual review
- Renewed registration for Mobee at MI Secretary of State
- Coordinated with librarian team to order new carts for Mobee/outreach

- Coordinated bus door repair with a new vendor for Mobee
- Met with representatives for Homefront Magazine about a featured article about Midwest Literary Walk
- Met with representatives from Destination Ann Arbor about promoting CDL events on their website.
- Met with the IS team about summer programming
- Volunteered at Ronald McDonald House for MLK Jr. Day

Circulation Supervisor's Report
January 2026

- Circulation 21169 in January

- Patron Count- 9803 for January

- Circulation by township- for January:
  - Dexter = 10% of total transactions
  - Lima = 11% of transactions
  - Lyndon =13% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 38% of transactions

- January Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

  Libby = 5124 Hoopla = 1772 Kanopy =225

- Registrations for January – 91 new cards; 7298 total card holders
  *Dexter = 933 cards; Lima = 748 cards; Lyndon = 992 cards
  *Sylvan = 1377 cards; Chelsea = 2643 cards; Nonresident = 615 cards

- Self-Check Machine for January - 1216 or 6% of total checkouts

January Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- We received 160 tubs from TLN in December, with 8 being the daily average.
- We processed 54 MeLCat items for other libraries, and received 72 items for our patrons.
- We had 1433 unique patrons use the library.
- Jen Thomson celebrated her Fourth anniversary at CDL.

*Due to a family situation, my monthly notes are sparse and do not include the spreadsheets.

Respectfully submitted,

Amy Zoran
Head of Circulation

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2026, Board Packet

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

Accept January donations and changes to the 2026 FY Budget.

		Income Line -	Expense Line	
Kathy Young	Non-Designated (Memory of John Hand)	674.120	801.079	$25.00
Donald J. Baldwin	Non-Designated	674.120	801.079	$500.00
Mary A. Green	Non-Designated	674.120	801.079	$150.00
Jacki & Tom Masi-Razmus	Non-Designated (Memory of Paulie Napolitan)	674.120	801.079	$50.00
Janice Perry	Non-Designated (Memory of Jane Wood)	674.120	801.079	$100.00
David Robinson	Non-Designated	674.120	801.079	$500.00
David Wood	Non-Designated (Honor of Jane Wood's 60th B-Day)	674.120	801.079	$100.00

Sub Total: $1,425.00

Acknowledge the donations below that are already in the budget.

Sub Total: $00.00

Total General Donations: $1,425.00

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

February 19, 2026 Board 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

The Governance Committee plays a vital role in maintaining the effectiveness, continuity, 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. The board president shall serve on the Governance Committee.

There was also a list of key responsibilities for the committee.

Action:

The Chelsea District Library Board of Trustees adopts the new Governance Committee description, along with list of key responsibilities.

_____ _____

Janice L. Carr, Board Secretary Date

Governance Committee – Chelsea District Library

The Governance Committee plays a vital role in maintaining the effectiveness, continuity, 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. The board president shall serve on the Governance Committee.

Key Responsibilities:

Identifies, recruits, and screens potential trustees, with a focus on maintaining the library's mission, in consultation with the library director. Oversees new trustee orientation and provides mentorship.

Prepares a slate of officers and committee membership for the board's upcoming term by the November board meeting and ensures leadership continuity for all officer positions.

Updates board bylaws and other key board documents to ensure legal compliance and alignment with best practices, as needed.

Offers suggestions to director regarding retreats, training sessions, and ongoing education to enhance understanding of board roles and responsibilities. Offers opportunities for board self-reflection.

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2026 Board Meeting

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

Background:

The Board discussed the proposed changes to these 3 policies in January.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, and 240 Nonresident Fees.

_____ _____

Janice L. Carr, Board Secretary Date

Chelsea District Library
Policy & Procedures

Policy Section: 1. Governance
Board Approved Date: April 23, 2002
Revised: 5/2012, 2/2019, 9/2022, 2/2026

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.

_____ _____
Janice L. Carr, Secretary Date

Chelsea District Library
Policy & Procedure

Policy Section: 2. Circulation
Board Approval Date: September 18, 2012
Revised: 10//2017, 2/2026

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. 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.

_____ _____
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,
2/2026

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 as recommended by Michigan library procedure.

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) persons 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) persons whose workplace is in the CDL district, but who live outside the library district pursuant Policy #211 Borrower Registration

c) teachers, administrators and professional staff of the Chelsea School District pursuant to Policy #220: Borrowing Privileges for Chelsea School District Staff

d) persons 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) persons residing in the Dexter Township portion of Pinckney School District

f) students 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, Secretary Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2026 Board Meeting

2026 Budget Adjustments

Background:

This was a Discussion in January to fix several errors and supplement lines properly:

$6,000	From 967.120 Computer Comps	To 803.310 Maint/Envisionware
$1,000	From 967.120 Computer Comps	To 920.130 Utilities/Electric
$1,500	From 967.120 Computer Comps	To 920.120 Utilities/Sewer
$2,500	From 850.312 Telecom/Mobee data	To 982.830 Coll/Comm Cares
$11,000	From 967.450 GASB 96/Lease Eqmt	To 982.412 Overdrive/Advantage

Action:

The Chelsea District Library Board of Trustees approves these adjustments to the 2026 Budget.

_____ _____

Janice L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item # 1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2026 Meeting

Board Retreat

Background:

The Board is looking at possible dates and activities for their 2026 retreat.

Discussion Item # 2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

February 19, 2026 Meeting

Budget Adjustment

Background:

The library was putting end-of-the-year donation money into line 801.079 Strategic Plan, but now wishes to move some into two different lines:

$250.00 from 801.079 -- To 884.922 Youth Res. Gift -- This was a Youth Prog. Donation

$1,815 from 801.079 – To 967.330 Non-comp small equip. – Book Cart for Mobee

COMMITTEE INFO & MINUTES

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

Janice L. Carr, Board Secretary

1-15-26

Date