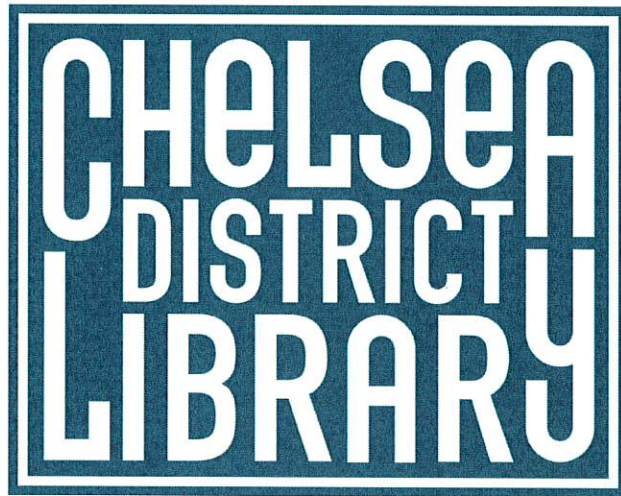


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**March 19, 2026
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

**Thursday, March 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. Board Retreat
3. Budget Adjustment
4. Policy 545

7:25 Discussion Items

1. 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**

Thursday, February 19, 2026 6:45 p.m.

Meeting Location: McKune Room

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

Trustees Absent: C. Sandler & TJ Helfferich.

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

Guests: C. Pierce, A. Valle, & B. Valle.

Welcome and Call to Order

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

Consent Agenda

MOTION made by B. Swistock, SECONDED by A. Fox to approve the Consent Agenda with the January minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: L. Coryell asked that Discussion Item #3: Policy 545 Requests for Proposals and Competitive Bidding be added.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Staff In-Service is next Friday: Shared the agenda for the day.
- Staff provided meals for Ronald McDonald House on MLK Jr. Day.
- This coming Saturday in Neighbors Read event at the Dexter Library at 1 pm.
- The Chelsea Chamber is holding a chili cookoff and prizes for it are being made in the Ingenuity Engine.

- Authors in Chelsea, one of the library's signature programs, is coming up March 10-11. The authors will be meeting with students at the schools, but there is a public event the evening of March 10 at the Washington Street Education Center.
- 91 new library cards were added in January.

Friends Report Update:

- The Friends met last week.
- The Staff Appreciation Luncheon has been scheduled for Friday, April 24.
- Will be collecting jewelry and purses for another sale this summer.
- The February used book sale generated over \$1,100.

Public Comment: Chet, from Lyndon Township, thanked the library and said to keep doing exactly what it's been doing. Ann and Bob, from Chelsea City, shared the same sentiment.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by P. Garcia to approve the January donations.
Discussion: None

All Ayes 5-0

Action Item #2: Governance Committee Description

MOTION made by P. Garcia, SECONDED by A. Fox to shorten and focus the description of the Governance Committee. Discussion: None

All Ayes 5-0

Action Item #3: Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, & 240 Nonresident Fee

MOTION made by A. Fox, SECONDED by P. Garcia to approve the revisions to the 3 policies that the board discussed in January. Discussion: None

All Ayes 5-0

Action Item #4: 2026 Budget Adjustment

MOTION made by J. Carr, SECONDED by B. Swistock to approve the moving of funds from 4 lines that were overfunded to lines that were underfunded, plus one GASB 96 lease item that was in the wrong spot. Discussion: None

All Ayes 5-0

Discussion Item #1: Board Retreat

The board discussed May as a possible month for the Board Retreat, as well as bringing in Shirley Bruursema to discuss millages. If the board settles on this retreat, it would piggyback on the regularly scheduled meeting on May 19 and that meeting would move to the morning and the retreat would immediately follow.

Discussion Item #2: Budget Adjustment

The library put all the December donations into Strategic Plan 801.079, as a holding spot, but it now moving some of that money to spending lines in different parts of the budget.

Discussion Item #3: Policy 545 Requests for Proposals and Competitive Bidding

Lori and Linda wanted clarification on the line, "for projects under \$30,000 the board may recommend an RFP at its discretion" and wanted clarification on when the board might apply that discretion. Jan said the Policy Committee will revisit this language. Patricia said that her interpretation is that if the project is under \$30,000 and has been approved in the budget, then it would not need further review or an RFP, since the budget has been approved. The board agreed with this interpretation, which gave Linda the green light to proceed with a roofing project on the connector between the McKune building and the new building.

Committee Reports:

Policy Committee – Next meeting is planned for March 10.

Finance Committee – Noted that the audit begins next week and that they will be meeting with the auditors.

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by J. Carr to adjourn the meeting at 7:25 p.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register

February 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Deposit		02/06/2026		CIRC COPY 260206 #2	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Check		02/26/2026		Service Charge	001.001 - CSB/Operations Checking	-4.00	-4.00
TOTAL				Service Charge	802.100 - Admin-Fees Bank	-4.00	4.00
TOTAL						-4.00	4.00
Bill Pmt -Check	30118	02/03/2026	VOID A BLANK CHECK	VOID: void a check that was spoiled by overprinting	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30119	02/03/2026	VOID A BLANK CHECK	VOID: void a check that was spoiled by overprinting	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30120	02/03/2026	The Library Network	VOID: 2026 - 77487 - DELIVERY CHARGES - 5 ANNUAL	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30121	02/03/2026	The Library Network	VOID: 2026 - 77487 - DELIVERY CHARGES - 5 ANNUAL	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30122	02/03/2026	A Production Cleaning Company Inc.	2026 - 16897 - CLEANING 01/19/26 - 02/01/26	001.001 - CSB/Operations Checking	-1,750.00	-1,750.00
Bill	16897	02/02/2026		2026 - CLEANING 01/19/26 - 02/01/26	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	30123	02/03/2026	A T & T Mobility	AGCT 28728623198X - INV 01142026 - ISSUED ON 01/06/2...	001.001 - CSB/Operations Checking	-215.36	-215.36
Bill	X01142026	01/29/2026		2025 - PUBLIC WIFI HOT SPOTS 01/07 - 02/06/2026	850.311 - WiFi Hotspots	-215.36	215.36
TOTAL						-215.36	215.36
Bill Pmt -Check	30124	02/03/2026	Amazon Capital Services Inc		001.001 - CSB/Operations Checking	-1,200.52	-1,200.52
Bill	1P4D-VRR7-SMG6	01/29/2026		2026 - HDMI ADAPTER x 8	967.120 - Computers	-63.92	63.92
Bill	1RLN-V3M-3P61	01/29/2026		2026 - REPLACEMENT PRINTER CUTTER KIT	803.103 - Small Printer/Maintenance	-65.00	65.00
Bill	1RLR-HXLD-CKTM	01/29/2026		2026 - AIC COLLECTION BOOKS	982.760 - Youth Print General	-323.20	323.20
Bill	1W0T-KCYV-VHJX	01/29/2026		2026 - COLLECTION BOOKS	982.760 - Youth Print General	-36.56	36.56
Bill	1XRC-YX4P-LPMM	01/30/2026		2026 - COLLECTION BOOKS	982.760 - Youth Print General	-184.73	184.73
Bill	1F11-TDHW-434Q	01/30/2026		2026 - VIDEO GAMES	982.490 - Videogames	-223.61	223.61
Bill	1C4W-Y1DV-HDPV	02/03/2026		2026 - VIDEO GAMES	982.490 - Videogames	-271.07	271.07
Bill				2026 - STORAGE	982.430 - Non-Traditional Collections	-76.43	76.43
TOTAL						-1,200.52	1,200.52
Bill Pmt -Check	30125	02/03/2026	AMERICAN UNITED LIFE INSURANCE ...	GROUP: G 00623636-0109-100 - FEB 02/01/2026 - 02/28/202...	001.001 - CSB/Operations Checking	-863.94	-863.94
Bill	26-2435-LB	01/29/2026		2026 - FEB 02/01/2026 - 02/28/2026 - 26-2435-LB	710.200 - Per Svcs-Fringe Flex Ben	-863.94	863.94
TOTAL						-863.94	863.94

Chelsea District Library
Monthly Check Register

February 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt -Check	30126	02/03/2026	Ballard, Kemy	2026 - BOOKKEEPING TO 02/06/26	001.001 - CSB/Operations Checking	-961.54	-961.54
Bill	260206	02/02/2026		2026 - BOOKKEEPING TO 02/06/26	801.040 - Accounting Coordinator	-961.54	-961.54
TOTAL						-961.54	-961.54
Bill Pmt -Check	30127	02/03/2026	CHELSEA SCHOOL DISTRICT - FUEL	2026 - FUEL 12-01 - 12/31/25	001.001 - CSB/Operations Checking	-33.41	-33.41
Bill	20260107	01/29/2026		2026 - JAN BILLING - DEC DIESEL - 14.41 GAL @ \$2.07/GAL	758.100 - MOBILE ODL - FUEL	-33.41	-33.41
TOTAL						-33.41	-33.41
Bill Pmt -Check	30128	02/03/2026	Cintas Corporation-300	2026 - 42573955445 ACCT# 14203324	001.001 - CSB/Operations Checking	-166.37	-166.37
Bill	4257395544	01/29/2026		2026 - RUGS	729.300 - Supplies-Cleaning Rugs	-143.79	143.79
TOTAL						-166.37	-166.37
Bill Pmt -Check	30129	02/03/2026	Demco Inc.	2026 - INV 7753942 - BILLING CUSTOMER 210215162	001.001 - CSB/Operations Checking	-111.90	-111.90
Bill	7753942	01/29/2026		2026 - READ TOGETHER	884.222 - General Youth Programs	-64.00	64.00
				2026 - DOG MAN	884.226 - Summer Readings	-37.60	37.60
				2026 - DOG MAN STICKER POSTER	884.227 - Outreach	-10.30	10.30
TOTAL						-111.90	-111.90
Bill Pmt -Check	30130	02/03/2026	DeMea, Karla	2026 - PRESENTER - 01/15 & 01/29/26 TODDLERTIME	001.001 - CSB/Operations Checking	-100.00	-100.00
Bill	26-0126-Z	01/29/2026		2026 - PRESENTER - 01/15 & 01/29/26 TODDLERTIME	884.215 - Early Literacy	-100.00	-100.00
TOTAL						-100.00	-100.00
Bill Pmt -Check	30131	02/03/2026	Great Lakes Ace Hardware		001.001 - CSB/Operations Checking	-39.85	-39.85
Bill	19191154	01/29/2026		2026 - ROCK SALT	732.300 - Supplies-MINT-General	-22.78	22.78
Bill	19144154	02/03/2026		2026 - SUPER GLUE - MATT JENSEN	732.300 - Supplies-MINT-General	-17.07	17.07
TOTAL						-39.85	-39.85
Bill Pmt -Check	30132	02/03/2026	Ingram Library Services		001.001 - CSB/Operations Checking	-5,476.39	-5,476.39
Bill	94297162	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-445.40	445.40
Bill	92497165	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-11.09	11.09
Bill	92586098	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-630.97	630.97
Bill	92586098	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-105.83	105.83
Bill	92586097	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-314.33	314.33
Bill	92586092	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-57.78	57.78
Bill	92586094	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-7.43	7.43
Bill	92586091	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-6.97	6.97
Bill	92586105	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-24.23	24.23
Bill	92586098	01/30/2026		2025 - Youth Print General	982.760 - Youth Print General	-10.55	10.55
Bill	92642402	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-40.02	40.02
Bill	92642399	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-55.44	55.44
Bill	92642401	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-17.58	17.58
Bill	92642395	01/30/2026		2025 - Adult Large Print	982.710 - Adult Large Print	-81.15	81.15
Bill	92642405	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-32.34	32.34
Bill	92642406	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-16.17	16.17
Bill	92642397	01/30/2026		2025 - Adult Print General	982.720 - Adult Print General	-12.30	12.30
Bill	92642411	01/30/2026		2025 - Adult Large Print	982.710 - Adult Large Print	-36.89	36.89

Chelsea District Library
 Monthly Check Register
 February 2026

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 03/12/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	92642408	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-36.89	36.89
Bill	92642404	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-16.50	16.50
Bill	92642400	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-15.41	15.41
Bill	92642407	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-15.11	15.11
Bill	92642409	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.99	11.99
Bill	92642403	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-10.25	10.25
Bill	92642410	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-13.25	13.25
Bill	92642398	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-17.58	17.58
Bill	92642412	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58
Bill	92642416	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-37.32	37.32
Bill	92642418	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-35.69	35.69
Bill	92642413	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-36.99	36.99
Bill	92642413	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-23.47	23.47
Bill	92642414	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-108.51	108.51
Bill	92719572	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-14.34	14.34
Bill	92719576	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-25.33	25.33
Bill	92719578	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.55	17.55
Bill	92719575	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-35.16	35.16
Bill	92719573	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-47.25	47.25
Bill	92719580	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-32.39	32.39
Bill	92719584	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-37.32	37.32
Bill	92719579	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.28	17.28
Bill	92719581	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.28	17.28
Bill	92719582	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-17.28	17.28
Bill	92719574	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58
Bill	92719583	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.09	11.09
Bill	92719577	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-32.84	32.84
Bill	92719575	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-17.58	17.58
Bill	92719572	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-37.32	37.32
Bill	92719573	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-18.66	18.66
Bill	92719574	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-10.38	10.38
Bill	92812264	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-14.16	14.16
Bill	92812263	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-35.57	35.57
Bill	92812260	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-14.42	14.42
Bill	92812261	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-13.49	13.49
Bill	92812262	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.55	17.55
Bill	92812265	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-36.23	36.23
Bill	92812267	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-21.86	21.86
Bill	92812266	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.63	11.63
Bill	92812269	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-48.38	48.38
Bill	92812270	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.63	11.63
Bill	92812271	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-8.78	8.78
Bill	92812268	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-52.01	52.01
Bill	92812280	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.30	11.30
Bill	92812275	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-16.00	16.00
Bill	92812274	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.04	17.04
Bill	92812279	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-123.06	123.06
Bill	92812277	01/30/2026	2025 - Adult Ref.		982 730 - Adult Ref.	-25.35	25.35
Bill	92812276	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-36.67	36.67
Bill	92812275	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-15.96	15.96
Bill	92812273	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58
Bill	92812272	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-18.66	18.66
Bill	92857635	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-17.57	17.57
Bill	92857636	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.25	17.25
Bill	92857637	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-14.87	14.87
Bill	92857638	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-17.87	17.87
Bill	92857643	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.63	11.63
Bill	92857645	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-117.36	117.36
Bill	92857644	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-16.16	16.16
Bill	92857647	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-44.61	44.61
Bill	92857646	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-30.03	30.03
Bill	92857641	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-13.26	13.26
Bill	92857639	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-35.14	35.14
Bill	92857640	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-18.66	18.66

Chelsea District Library
 Monthly Check Register
 February 2026

2:01 PM
 03/12/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount	
Bill	92857842	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.03	17.03	
Bill	92857848	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-37.32	37.32	
Bill	92857849	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-18.66	18.66	
Bill	92900515	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-31.08	31.08	
Bill	92900514	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-31.41	31.41	
Bill	92900513	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-14.17	14.17	
Bill	92900511	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-20.96	20.96	
Bill	92900512	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-21.81	21.81	
Bill	92900517	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-10.25	10.25	
Bill	92900516	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.30	11.30	
Bill	92900510	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-13.38	13.38	
Bill	92900509	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-10.47	10.47	
Bill	92968785	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-15.63	15.63	
Bill	92968807	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-66.81	66.81	
Bill	92968805	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-16.00	16.00	
Bill	92968798	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-15.45	15.45	
Bill	92968806	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.84	11.84	
Bill	92968802	01/30/2026	2025 - Youth Print General		982 720 - Adult Print General	-102.21	102.21	
Bill	92968789	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-31.21	31.21	
Bill	92968803	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-49.42	49.42	
Bill	92968795	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.57	17.57	
Bill	92968799	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-19.19	19.19	
Bill	92968791	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-44.37	44.37	
Bill	92968796	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58	
Bill	92968801	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-29.85	29.85	
Bill	92968807	01/30/2026	2025 - Mobile CDL - Adult		982 721 - Mobile CDL - Adult	-14.78	14.78	
Bill	92968792	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-29.56	29.56	
Bill	92968808	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.53	17.53	
Bill	92968804	01/30/2026	2025 - Mobile CDL - Adult		982 721 - Mobile CDL - Adult	-14.45	14.45	
Bill	92968797	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58	
Bill	92968794	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-29.35	29.35	
Bill	92968790	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-22.23	22.23	
Bill	92968793	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-12.18	12.18	
Bill	92968800	01/30/2026	2025 - Multiple Book Copies		982 740 - Multiple Book Copies	-14.17	14.17	
Bill	92968798	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-16.50	16.50	
Bill	93088223	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-42.45	42.45	
Bill	93088221	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-30.13	30.13	
Bill	93088219	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-37.05	37.05	
Bill	93088216	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58	
Bill	93088218	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-35.52	35.52	
Bill	93088217	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-37.85	37.85	
Bill	93088222	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-50.05	50.05	
Bill	93088214	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-37.67	37.67	
Bill	93088220	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-19.19	19.19	
Bill	93021406	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-89.49	89.49	
Bill	93021407	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-45.56	45.56	
Bill	93088224	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-10.79	10.79	
Bill	93088215	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-12.17	12.17	
Bill	93088225	01/30/2026	2025 - Youth Print General		982 760 - Youth Print General	-11.30	11.30	
Bill	93154937	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-156.15	156.15	
Bill	93154928	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-31.82	31.82	
Bill	93154934	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-41.74	41.74	
Bill	93154933	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-39.18	39.18	
Bill	93154930	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-16.50	16.50	
Bill	93154935	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-13.54	13.54	
Bill	93154929	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58	
Bill	93154931	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.58	17.58	
Bill	93154936	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-49.47	49.47	
Bill	93154932	01/30/2026	2025 - Adult Print General		982 720 - Adult Print General	-17.04	17.04	
Bill	93154927	01/30/2026	2025 - Adult Large Print		982 710 - Adult Large Print	-33.72	33.72	
TOTAL							-5,476.39	5,476.39

Bill Pmt-Check 30133 LAW, YOGA STORY TIME 11/14/25 001.001 - CSB/Operations Checking -100.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-3783-IZ	01/29/2025		LAW-YOGA STORY TIME 11/14/25	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	30134	02/03/2026	MC creative design & photography,LLC		001.001 · CSB/Operations Checking	-3,075.00	3,075.00
Bill	855	01/29/2026		2026 - NEWLETTER PHOTOSHOOT	880.522 · Photography Services	-250.00	250.00
Bill	854	01/29/2026		2026 - NEWLETTER PHOTOSHOOT	880.521 · Graphic Design Services	-825.00	825.00
Bill	856	02/03/2026		2026 - SPRING NEWLETTER	880.521 · Graphic Design Services	-2,000.00	2,000.00
TOTAL						-3,075.00	3,075.00
Bill Pmt -Check	30135	02/03/2026	Midwest Tape		001.001 · CSB/Operations Checking	-921.85	921.85
Bill	508294934	01/29/2026		2026 - JAN FEATURE	982.460 · DVD Feature	-697.94	697.94
Bill	508334957	02/03/2026		2026 - DEC-JAN 50C	982.120 · Adult Books on Disc	-34.99	34.99
Bill	508334956	02/03/2026		2026 - JAN FEATURE	982.460 · DVD Feature	-157.44	157.44
Bill	508365502	02/03/2026		2026 - JAN FEATURE	982.460 · DVD Feature	-31.48	31.48
TOTAL						-921.85	921.85
Bill Pmt -Check	30196	02/03/2026	Print-Tech Inc.		001.001 · CSB/Operations Checking	-1,181.98	1,181.98
Bill	281531	01/29/2026		2026 - AUTHORS IN CHELSEA PRINT PROMOTION MATER...	880.422 · Authors in Chelsea	-1,181.98	1,181.98
TOTAL						-1,181.98	1,181.98
Bill Pmt -Check	30137	02/03/2026	RK Studios		001.001 · CSB/Operations Checking	-225.00	225.00
Bill	26-4181-VK	02/03/2026		2026 - 01/28/2026 - GALLERY 100 RECEPTION PHOTOS	880.522 · Photography Services	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	30138	02/03/2026	SANGOMA US INC		001.001 · CSB/Operations Checking	-482.10	482.10
Bill	31103107	01/29/2026		2026 - VOJP - 01/26 - 02/25-26	850.120 · Telephone	-482.10	482.10
TOTAL						-482.10	482.10
Bill Pmt -Check	30139	02/03/2026	TIFFANY'S GARDEN LLC		001.001 · CSB/Operations Checking	-1,920.00	1,920.00
Bill	10033	02/02/2026		2025 - SNOW REMOVAL CONTRACT - INV 10033	803.612 · Snow	-1,920.00	1,920.00
TOTAL						-1,920.00	1,920.00
Bill Pmt -Check	30140	02/03/2026	UNIVERSITY OFFICE TECHNOLOGIES...		001.001 · CSB/Operations Checking	-784.27	784.27
Bill	594660235	01/30/2026		594660235 - ACCT #1624667 - SITE 5597587	803.101 · Public Copier	-241.82	241.82
				PUBLIC COPIER LEASE 01/01 - 31/26	803.102 · Staff Copier	-437.18	437.18
				STAFF COPIER LEASE 01/01 - 31/26	803.103 · Small Printer Maintenance	-105.27	105.27
				SMALL PRINTER LEASE 01/01 - 31/26		-784.27	784.27
TOTAL						-784.27	784.27
Bill Pmt -Check	30141	02/03/2026	Washtenaw County Treasurer		001.001 · CSB/Operations Checking	-803.45	803.45
Bill	20252101	02/02/2026		2025 - CUSTOMER #5401, INV 20252101 - 12/25 BOARD OF...	402.500 · Lyndon Township	-19.44	19.44
				2025 - 12/25 BOARD OF REVIEW, 12/25 CHARGEBACK	402.600 · Sylvan Township	-87.54	87.54
				2025 - 12/25 BOARD OF REVIEW, 12/25 CHARGEBACK	402.700 · City Taxes	-696.47	696.47
TOTAL						-803.45	803.45

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-803.45	803.45
Bill Pmt -Check	30142	02/04/2026	The Library Network		001.001 - CSB/Operations Checking		-14,344.15
Bill	71487	02/04/2026		2026 - 6 ANNUAL DELIVERY CHARGES 10/01/25 - 09/31/26	965.400 - Delivery	-3,485.00	3,485.00
Bill	77377	02/04/2026		2026 - SAS - BASIC FEE - JAN - MAR 2026	965.200 - Shared Automation System	-6,167.21	6,167.21
				2026 - SAS - CIRCULATION CHARGES - JAN - MAR 2026	965.200 - Shared Automation System	-3,247.81	3,247.81
				2026 - ITEM LINKED CHARGES - JAN - MAR 2026	965.100 - Bibliographic Databases	-1,434.13	1,434.13
TOTAL						-14,344.15	14,344.15
Bill Pmt -Check	39143	02/12/2026	KeyBank		001.001 - CSB/Operations Checking		-9,266.56
Bill	20260306	02/12/2026		2026 - CHELSEA WELLNESS - DEC HEALTH STIPEND, ME...	969.620 - Staff In-Service & Appreciation	-175.00	175.00
				2026 - CANVAS TOTE BAGS	860.431 - General Library Prog Promotion	-357.19	357.19
				2026 - META - RESOURCE FAIR - MEDIA BUY	860.110 - Media Buy	-10.57	10.57
				2026 - HOME DEPOT - MOBEE GARAGE CLEANING SUPPLI...	732.400 - Mobile CDL	-26.47	26.47
				2026 - META - RESOURCE FAIR - MEDIA BUY	860.110 - Media Buy	-14.59	14.59
				2026 - META - RESOURCE FAIR - MEDIA BUY	860.110 - Media Buy	-8.67	8.67
				2026 - MI SEC OF STATE - MOBEE REGISTRATION	732.400 - Mobile CDL	-327.68	327.68
				2026 - META - RESOURCE FAIR - MEDIA BUY	860.110 - Media Buy	-5.00	5.00
				2026 - MIDWEST TRANSIT EQUIPMENT - BUS DOOR REPA...	803.010 - Maint Svc Contingency	-833.16	833.16
				2026 - DETROIT BOOK FAIR - MOBEE REGISTRATION	960.200 - Director Expense	-250.00	250.00
				2026 - CHELSEA SENIOR CENTER - EXPO REGISTRATION	960.200 - Director Expense	-50.00	50.00
				2026 - META - RESOURCE FAIR - MEDIA BUY	860.110 - Media Buy	-1.03	1.03
				2026 - AIC AND CDL RETRAGTABLE BANNERS	860.310 - Displays	-305.58	305.58
				2026 - NINA HERBST COM PHOTOGRAPHY - AIC DEPOSIT	860.522 - Photography Services	-100.00	100.00
				2026 - DETNEWS/FREEP - SUBSCRIPTION	960.200 - Director Expense	-62.33	62.33
				2026 - AMAZON - FOOD CONTAINERS FOR RONALD MCD...	960.200 - Director Expense	-64.95	64.95
				2026 - POLLYS - TWBC SNACKS	864.230 - Youth Reading Group	-10.55	10.55
				2026 - AGA SERVICE - PLA TRAVEL INSURANCE - AMELIA...	969.120 - Information Services	-106.92	106.92
				2026 - DELTA - FLIGHT TO PLA - AMELIA HERRON	969.120 - Information Services	-777.99	777.99
				2026 - DELTA - FLIGHT TO PLA - STACEY COMFORT	969.120 - Information Services	-777.99	777.99
				2026 - TARGET - TREATS (\$83.86 + \$8.39 = \$92.25 ON TAR...	884.276 - Teen Event Supplies	-83.86	83.86
				2026 - ELLIOT PARK HOTEL - PLA CONF -	884.276 - Teen Event Supplies	-1,493.24	1,493.24
				2026 - TARGET - TREATS (\$83.86 + \$8.39 = \$92.25 ON TAR...	884.276 - Teen Event Supplies	-8.39	8.39
				2026 - AMAZON - WATERCOLOR CLASS SUPPLIES	884.126 - General Adult Programs	-11.96	11.96
				2026 - AMAZON - WATERCOLOR CLASS SUPPLIES	884.126 - General Adult Programs	-23.98	23.98
				2026 - BY THE POUND - CHOCOLATES	884.276 - Teen Event Supplies	-44.21	44.21
				2026 - MELIER - PROGRAM SUPPLIES	884.276 - Teen Event Supplies	-97.36	97.36
				2026 - POLLYS - PROGRAM SUPPLIES	884.276 - Teen Event Supplies	-109.07	109.07
				2026 - POLLYS - DIRECTORS TEA - SUPPLIES	960.200 - Director Expense	-21.42	21.42
				2026 - CLEARYS - ZORAN CORVELL - ANNUAL REVIEW C...	969.620 - Staff In-Service & Appreciation	-48.24	48.24
				2026 - ZOU ZOU'S - ARCHIVIST POSITION MTG - CORVELL...	969.620 - Staff In-Service & Appreciation	-49.17	49.17
				2026 - ZOU ZOU'S - ARCHIVIST POSITION MTG - CORVELL...	969.620 - Staff In-Service & Appreciation	-37.97	37.97
				2026 - CLEARYS - WORK ANNV - J THOMPSON	969.940 - Staff Apprec - Restricted	-50.00	50.00
				2026 - ZOU ZOU'S - WORK ANNV ZLUBIK BERGGREN, MA...	969.940 - Staff Apprec - Restricted	-78.00	78.00
				2026 - ZOOM - VIDEO CONF SOFTWARE	967.200 - Equipment Software	-39.50	39.50
				2026 - SURVEY MONKEY	803.355 - Website Hosting & Service	-468.00	468.00
				2026 - INTUIT - QUICK BOOKS SUBSCRIPTION	967.200 - Equipment Software	-1,217.94	1,217.94
TOTAL						-8,266.56	8,266.56
Bill Pmt -Check	30144	02/18/2026	5 Healthy Towns Foundation		001.001 - CSB/Operations Checking		-400.00
Bill	1339	02/18/2026			860.110 - Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	30145	02/18/2026	A Production Cleaning Company Inc.		001.001 - CSB/Operations Checking		-1,190.00

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Bill	16723	02/13/2026		2026 - CLEANING 02/01/26 - 02/14/26	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill Pmt -Check	30146	02/18/2026	A. T. & T. Mobility	ACCT 287266231198X - INV 02142026 - ISSUED ON 02/06/26	001.001 - CSB/Operations Checking	-216.40	216.40
Bill	X02142026	02/17/2026		2026 - PUBLIC WIFI HOT SPOTS 02/07 - 03/06/2026	850.311 - WIFI Hotspots	-216.40	216.40
TOTAL						-216.40	216.40
Bill Pmt -Check	30147	02/18/2026	ABSOPIRE	2026 - ACCT 9423998 - INV 85027400	001.001 - CSB/Operations Checking	-60.89	60.89
Bill	85027400	02/13/2026		2026 - FEB - BOTTLED WATER	727.100 - Supplies - General Op	-60.89	60.89
TOTAL						-60.89	60.89
Bill Pmt -Check	30148	02/18/2026	ACORE SHELVING & PRODUCTS, INC.	60127-01 - BOOK/MOBILE CART	001.001 - CSB/Operations Checking	-1,815.00	1,815.00
Bill	60127-01	02/18/2026		BOOK/MOBILE CART	967.330 - Equipment - non-Computer	-1,815.00	1,815.00
TOTAL						-1,815.00	1,815.00
Bill Pmt -Check	30149	02/18/2026	Amazon Capital Services Inc		001.001 - CSB/Operations Checking	-1,441.42	1,441.42
Bill	17DC-LRGY-4K9F	02/13/2026		2026 - MISC MARKETING GIFT WRAP SUPPLIES	880.320 - Misc Marketing Supplies	-38.22	38.22
Bill	1LXG-GWV7-7X1J	02/13/2026		2026 - COMPUTER COMPONENTS	967.120 - Computers	-284.24	284.24
Bill	1VJR-1FNP-X3FD	02/17/2026		SRP - DINOSAUR COSTUME	884.226 - Summer Reading	-31.99	31.99
Bill	1F84-FD0-LC7LR	02/17/2026		WATERCOLOR PROGRAM	884.126 - General Adult Programs	-24.99	24.99
Bill	1TCW-4PGR-DK74	02/17/2026		CONTAINER FOR RONALD MCDONALD HOUSE EVENT	960.200 - Director Expense	-12.99	12.99
Bill	1RD3-PW7D-C87T	02/17/2026		COMMUNITY CARE COLLECTION	962.830 - Community Care Shelf	-357.77	357.77
Bill	16RR-XWVJ-XTKN	02/17/2026		ACRYLIC AND BASSWOOD SHEETS	884.602 - Technology Programs - Supplies	-171.84	171.84
Bill	149G-6NMG-MG6V	02/17/2026		DIFFERENT CHOCOLATES	884.276 - Teen Event Supplies	-72.88	72.88
Bill	1J4X-3511-GJ9L	02/17/2026		DIFFERENT CHOCOLATES	884.276 - Teen Event Supplies	-60.00	60.00
Bill	1VPT-3X1T-F4VR	02/17/2026		8 MM FILM TO DIGITAL CONVERTER	967.500 - Makerspace Equipment	-84.31	84.31
Bill	14YF-YRCH-HLD3	02/18/2026		SUPPLIES, was 967.500, changed 09/03 per SP	884.126 - General Adult Programs	-249.99	249.99
TOTAL						-1,441.42	1,441.42
Bill Pmt -Check	30150	02/18/2026	American Library Association Member...	2026 - LINDA BALLARD Membership #1016882	001.001 - CSB/Operations Checking	-125.00	125.00
Bill	1016882	02/17/2026		2026 - LINDA BALLARD Membership #1016882 - 04/01/26 - 0...	969.311 - Assistant Director	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	30151	02/18/2026	AUTHORS UNBOUND	INVOICE 8660 - AIC 2026 - NATALIE LLOYD - FINAL PAYM...	001.001 - CSB/Operations Checking	-2,350.00	2,350.00
Bill	8660	02/17/2026		2026 - AIC 2026 - NATALIE LLOYD	884.211 - Authors in Chelsea	-2,350.00	2,350.00
TOTAL						-2,350.00	2,350.00
Bill Pmt -Check	30152	02/18/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 02/20/26	001.001 - CSB/Operations Checking	-961.54	961.54
Bill	260220	02/17/2026		2026 - BOOKKEEPING TO 02/20/26	801.040 - Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill Pmt -Check	30153	02/18/2026	Blue Care Network of Michigan	2026 - GROUP 00277068 SUBGROUP 0002 - COVERAGE	001.001 - CSB/Operations Checking	-3,164.78	3,164.78

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Bill	280380217181	02/13/2026		2026 - MAR HEALTH INSURANCE 03/01/26 - 03/31/2026	710.200 - Per Svcs-Fringe Flex Ben	-3,164.78	3,164.78
TOTAL						-3,164.78	3,164.78
Bill Pmt -Check	30154	02/18/2026	BOOKS IN COMMON	BIC3903 - AUTHORS IN CHELSEA, SY MONTGOMERY 03/1...	001.001 - CSB/Operations Checking	-4,000.00	4,000.00
Bill	BIC3903	02/17/2026		2026 - A/C. SY MONTGOMERY, HONORARIUM	884.211 - Authors In Chelsea	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Bill Pmt -Check	30155	02/18/2026	Chelsea Area Chamber of Commerce...	2026 MAIN STAGE SPONSORSHIP	001.001 - CSB/Operations Checking	-3,300.00	3,300.00
Bill	Y19319	02/13/2026		2026 MAIN STAGE SPONSORSHIP - SOUNDS AND SIGHTS	880.140 - Sponsorships	-3,300.00	3,300.00
TOTAL						-3,300.00	3,300.00
Bill Pmt -Check	30156	02/18/2026	CHELSEA SCHOOL DISTRICT - FUEL	2026 - FUEL 01/01 - 01/31/26	001.001 - CSB/Operations Checking	-35.99	35.99
Bill	28-6238	02/17/2026		2026 - FEB BILLING - JAN DIESEL - 13.81 GAL @ \$2.3275/...	758.100 - MOBILE CDL - FUEL	-35.99	35.99
TOTAL						-35.99	35.99
Bill Pmt -Check	30157	02/18/2026	City of Chelsea	2026 - INV 22389 - JAN TRASH	001.001 - CSB/Operations Checking	-50.00	50.00
Bill	22389	02/13/2026		2026 - JAN TRASH	803.620 - Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	30158	02/18/2026	City of Chelsea-Elect & Water	2026 - JAN - 12/30/25 - 01/31/2026 - UTILITIES: ELECTRICI...	001.001 - CSB/Operations Checking	-4,515.35	4,515.35
Bill	20260209	02/13/2026		2026 - WATER - JAN - 12/30/25 - 01/31/2026	920.110 - City of Chelsea Water	-78.99	78.99
				2026 - SEWER - JAN - 12/30/25 - 01/31/2026	920.120 - City of Chelsea Sewer	-160.00	160.00
				2026 - ELECTRICITY JAN - 12/30/25 - 01/31/2026	920.130 - City of Chelsea Electric	-4,113.25	4,113.25
				2026 - MOBILE/GARAGE - JAN - 12/30/25 - 01/31/2026	920.131 - Mobile - Garage electricity	-155.64	155.64
				2026 - SPRINKLER JAN - 12/30/25 - 01/31/2026	920.150 - City of Chelsea Sprinkler	-27.47	27.47
TOTAL						-4,515.35	4,515.35
Bill Pmt -Check	30159	02/18/2026	COMFORT, STACEY	REIMBURSEMENT - PROGRAMS	001.001 - CSB/Operations Checking	-151.12	151.12
Bill	28-1101 SC	02/17/2026		REIMBURSEMENT - TARGET - BOBA	884.272 - Teen General Programs	-49.81	49.81
				REIMBURSEMENT - H-MART - SEOLLAL FOODS - KOREAN...	884.272 - Teen General Programs	-101.31	101.31
TOTAL						-151.12	151.12
Bill Pmt -Check	30160	02/18/2026	Constellation NewEnergy-Gas Divisio...	2026 - INV 4513706 - ACCT BG-303066 - JAN - 12/18/25 - 0...	001.001 - CSB/Operations Checking	-2,037.67	2,037.67
Bill	4513706	02/13/2026		2026 JAN - 12/18/25 - 01/21/26	920.200 - Natural Gas Utilities	-2,037.67	2,037.67
TOTAL						-2,037.67	2,037.67
Bill Pmt -Check	30161	02/18/2026	Coryell, Lori	2026 - CUPPA AND CONVERSATION - SUPPLIES	001.001 - CSB/Operations Checking	-51.75	51.75
Bill	28-108-LC	02/13/2026		2026 - CUPPA AND CONVERSATION - SUPPLIES	960.200 - Director Expense	-51.75	51.75
TOTAL						-51.75	51.75
Bill Pmt -Check	30162	02/18/2026	Crimson Multimedia Dist, Inc.	026718	001.001 - CSB/Operations Checking	-497.02	497.02

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	026718	02/17/2026		2026 - VIDEO GAMES FOR COLLECTION	982.490 - Videogames	-497.02	497.02
TOTAL						-497.02	497.02
Bill Pmt -Check	30163	02/18/2026	Foster, Swift Collins & Smith	INV 934057 - CLIENT 21969-00002	001.001 - CSB/Operations Checking	-80.10	-80.10
Bill	534057	02/17/2026		RE-LAW ENFORCEMENT REQUESTS	801.010 - Attorney	-80.10	80.10
TOTAL						-80.10	80.10
Bill Pmt -Check	30164	02/18/2026	Great Lakes Ace Hardware	2026 - INV 19233/154 - ACCT 200379	001.001 - CSB/Operations Checking	-22.77	22.77
Bill	19233/154	02/17/2026		2026 - PROGRAM SUPPLIES - TOOLS - MATT JENSEN	884.602 - Technology Programs - Supplies	-22.77	22.77
TOTAL						-22.77	22.77
Bill Pmt -Check	30165	02/18/2026	H.V. Burton Company	2026 ANNUAL WATER TESTING	001.001 - CSB/Operations Checking	-525.00	-525.00
Bill	138	02/13/2026		2026 ANNUAL WATER TESTING	803.210 - HVAC MA	-525.00	525.00
TOTAL						-525.00	525.00
Bill Pmt -Check	30166	02/18/2026	Ingram Library Services	VOID:	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30167	02/18/2026	KANOPY INC	VOID: KANOPY BORROWS - JAN 2026	001.001 - CSB/Operations Checking	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	30168	02/18/2026	KNIGHT TECHNOLOGY GROUP	2026 - FEB - DATTO CLOUD BACKUP - DISASTER RECOV...	001.001 - CSB/Operations Checking	-1,100.00	-1,100.00
Bill	28077	02/13/2026		2026 FEB - DATTO CLOUD BACKUP - DISASTER RECOV...	808.390 - Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill Pmt -Check	30169	02/18/2026	MATTHEW BALL, LLC	PERFORMANCE 02/22	001.001 - CSB/Operations Checking	-350.00	-350.00
Bill	281401	02/17/2026		2026 - SONIC SUNDAYS - BOOGIE WOOGIE KID	884.119 - General Adult Events	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	30170	02/18/2026	Midwest Tape		001.001 - CSB/Operations Checking	-823.30	-823.30
Bill	508335465	02/13/2026		2026 - PLAYAWAY LOCK	728.300 - Supplies-Mail Proc Other	-69.98	69.98
Bill	508365503	02/17/2026		2026 - Youth Books on Disc	982.140 - Youth Books on Disc	-21.99	21.99
Bill	508338049	02/17/2026		2026 - Youth Books on Disc	982.140 - Youth Books on Disc	-316.74	316.74
Bill	508428335	02/17/2026		2026 - FEB-MAR BOC	982.120 - Adult Books on Disc	-98.98	98.98
Bill	508398047	02/17/2026		2026 - JAN FEATURE	982.460 - DVD Feature	-14.99	14.99
Bill	508428333	02/17/2026		2026 - FEB ADULT FEATURE DVDS	982.460 - DVD Feature	-285.63	285.63
Bill	508428334	02/17/2026		2026 - JAN FEATURE	982.460 - DVD Feature	-14.99	14.99
TOTAL						-823.30	823.30
Bill Pmt -Check	30171	02/18/2026	Midwest Tape - Hoopla	508338711 - CUSTOMER 2060016156	001.001 - CSB/Operations Checking	-4,202.33	-4,202.33
Bill	508338711	02/17/2026		HOOPLA JANUARY BORROWS	982.410 - Electronic Products/Subs	-4,202.33	4,202.33

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-4,202.33	4,202.33
Bill Pmt -Check	30172	02/18/2026	Print-Tech Inc.		001.001 - CSB/Operations Checking		-408.80
Bill	281831	02/18/2026		2026 - AIC BANNER STICKERS	880.340 - Printed Items / Stationery	-130.37	130.37
Bill	281863	02/18/2026		2026 - MLW BANNER FOOTERS	880.412 - Midwest Literary Walk	-278.43	278.43
TOTAL						-408.80	408.80
Bill Pmt -Check	30173	02/18/2026	T-MOBILE	2026 - ACCT 97550022 - STATEMENT DATED 01/21/2026 ...	001.001 - CSB/Operations Checking		-434.84
Bill	20260121	02/13/2026		2026 - T-MOBILE WIFI HOTSPOTS - 12/21/23 - 01/20/26	850.311 - WiFi Hotspots	380.10	380.10
TOTAL				2026 - MOBEE CELL - 12/21/25 - 01/20/26	850.122 - Telecommunications -Mobile CDL	-54.74	54.74
TOTAL						-434.84	434.84
Bill Pmt -Check	30174	02/18/2026	Unique Management Services Inc	2026 - 6150689 CLIENT # 1954 - COLLECTION FEES (PLAC...	001.001 - CSB/Operations Checking		-152.15
Bill	6150689	02/13/2026		2026 JAN - COLLECTION FEES (PLACEMENTS)	801.090 - Collection Fees	-152.15	152.15
TOTAL						-152.15	152.15
Bill Pmt -Check	30175	02/18/2026	UNIVERSITY OFFICE TECHNOLOGIES..	594660235 - ACCT #1624667 - SITE 5597387	001.001 - CSB/Operations Checking		-784.27
Bill	595845907	02/17/2026		PUBLIC COPIER LEASE 02/01 - 28/26	803.101 - Public Copier	-241.82	241.82
TOTAL				STAFF COPIER LEASE 02/01 - 28/26	803.102 - Staff Copier	-437.18	437.18
TOTAL				SMALL PRINTER LEASE 02/01 - 28/26	803.103 - Small Printer Maintenance	-105.27	105.27
TOTAL						-784.27	784.27
Bill Pmt -Check	30176	02/18/2026	Verizon Wireless	INV 6134665917 - ACCT 442098695-00001 - 12/29 - 01/28/2...	001.001 - CSB/Operations Checking		-665.65
Bill	6134665917	02/13/2026		HOT SPOTS - 12/29 - 01/28/26 (01/29 - 02/28/26 - 995)	850.311 - WiFi Hotspots	-554.37	554.37
TOTAL				IT CELL PHONE - 12/29 - 01/28/26 (01/29 - 02/28/26 - p65)	850.121 - IT Cell Phone	-51.06	51.06
TOTAL				MOBEE WIFI + HOTSPOT 12/29 - 01/28/26 (01/29 - 02/28/2...	850.310 - Internet	-80.22	80.22
TOTAL						-685.65	685.65
Bill Pmt -Check	30177	02/18/2026	WOLFF, JENIFER ASHLEY	AIC - HONORARIUM FOR ARTISTS IN CHELSEA	001.001 - CSB/Operations Checking		-4,400.00
Bill	26-0203 SP	02/17/2026		AIC HONORARIUM - \$3400 + \$1000 TRAVEL DAY	884.211 - Authors in Chelsea	-4,400.00	4,400.00
TOTAL						-4,400.00	4,400.00
Bill Pmt -Check	30178	02/18/2026	KANOPIY INC	KANOPIY BORROWIS - JAN 2026	001.001 - CSB/Operations Checking		-337.45
Bill	488519-PPU	02/17/2026		2026 - KANOPIY VIDEO PLAYS - JAN	982.410 - Electronic Products/Subs	-337.45	337.45
TOTAL						-337.45	337.45
Bill Pmt -Check	30179	02/18/2026	Ingram Library Services		001.001 - CSB/Operations Checking		-5,246.18
Bill	93260655	02/17/2026		Adult Print General	982.720 - Adult Print General	-76.78	76.78
Bill	93260653	02/17/2026		Adult Print General	982.720 - Adult Print General	-31.13	31.13
Bill	93260654	02/17/2026		Adult Print General	982.720 - Adult Print General	-12.92	12.92
Bill	93260659	02/17/2026		Adult Print General	982.720 - Adult Print General	-15.89	15.89
Bill	93260652	02/17/2026		Adult Print General	982.720 - Adult Print General	-17.04	17.04
Bill	93260650	02/17/2026		Adult Print General	982.720 - Adult Print General	-26.88	26.88
Bill	93260656	02/17/2026		Adult Ref.	982.730 - Adult Ref.	-18.25	18.25
TOTAL						-5,246.18	5,246.18

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	93260657	02/17/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	93260658	02/17/2026	Youth Print General		982.760 · Youth Print General	-23.33	23.33
Bill	93260646	02/17/2026	Youth Print General		982.760 · Youth Print General	-12.31	12.31
Bill	93260648	02/17/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	93260647	02/17/2026	Youth Print General		982.760 · Youth Print General	-11.63	11.63
Bill	93260649	02/17/2026	Youth Print General		982.760 · Youth Print General	-11.63	11.63
Bill	93260651	02/17/2026	Youth Print General		982.760 · Youth Print General	-11.08	11.08
Bill	93260651	02/17/2026	Youth Print General		982.760 · Youth Print General	-9.73	9.73
Bill	93260651	02/17/2026	Youth Print General		982.760 · Youth Print General	-31.50	31.50
Bill	93260651	02/17/2026	Youth Print General		982.760 · Youth Print General	-421.43	421.43
Bill	93260651	02/17/2026	Youth Print General		982.760 · Youth Print General	-11.63	11.63
Bill	93260653	02/17/2026	Youth Print General		982.760 · Youth Print General	-18.92	18.92
Bill	93340931	02/17/2026	Youth Print General		982.760 · Youth Print General	-15.39	15.39
Bill	93340932	02/17/2026	Youth Print General		982.760 · Youth Print General	-28.59	28.59
Bill	93340929	02/17/2026	Youth Print General		982.760 · Youth Print General	-58.87	58.87
Bill	93340937	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-38.13	38.13
Bill	93340934	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-37.45	37.45
Bill	93340930	02/17/2026	Adult Print General		982.720 · Adult Print General	-41.45	41.45
Bill	93340936	02/17/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-25.00	25.00
Bill	93340935	02/17/2026	Adult Print General		982.720 · Adult Print General	-18.89	18.89
Bill	93340938	02/17/2026	Youth Print General		982.760 · Youth Print General	-12.23	12.23
Bill	93409427	02/17/2026	Youth Print General		982.760 · Youth Print General	-15.65	15.65
Bill	93409430	02/17/2026	Youth Print General		982.760 · Youth Print General	-13.79	13.79
Bill	93409433	02/17/2026	Youth Print General		982.760 · Youth Print General	-15.65	15.65
Bill	93409431	02/17/2026	Adult Print General		982.720 · Adult Print General	-82.23	82.23
Bill	93409429	02/17/2026	Adult Print General		982.720 · Adult Print General	-20.98	20.98
Bill	93409434	02/17/2026	Adult Ref.		982.730 · Adult Ref.	-36.33	36.33
Bill	93409435	02/17/2026	Adult Print General		982.720 · Adult Print General	-17.55	17.55
Bill	93409432	02/17/2026	Youth Print General		982.720 · Youth Print General	-18.79	18.79
Bill	93454171	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-11.84	11.84
Bill	93458065	02/17/2026	Adult Print General		982.720 · Adult Print General	-82.94	82.94
Bill	93458066	02/17/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	93458063	02/17/2026	Adult Print General		982.720 · Adult Print General	-13.81	13.81
Bill	93458062	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-72.69	72.69
Bill	93458059	02/17/2026	Youth Print General		982.760 · Youth Print General	-6.85	6.85
Bill	93458054	02/17/2026	Youth Print General		982.760 · Youth Print General	-10.05	10.05
Bill	93607368	02/17/2026	Youth Print General		982.760 · Youth Print General	-9.58	9.58
Bill	93607367	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-7.18	7.18
Bill	93607370	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-8.45	8.45
Bill	93607371	02/17/2026	Adult Print General		982.710 · Adult Print General	-142.89	142.89
Bill	93607369	02/17/2026	Adult Print General		982.710 · Adult Print General	-108.72	108.72
Bill	93657831	02/17/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-190.63	190.63
Bill	93657830	02/17/2026	Adult Print General		982.720 · Adult Print General	-24.55	24.55
Bill	93657831	02/17/2026	Adult Print General		982.720 · Adult Print General	-16.28	16.28
Bill	93735632	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-51.70	51.70
Bill	93735634	02/17/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-16.20	16.20
Bill	93735635	02/17/2026	Adult Print General		982.720 · Adult Print General	-18.19	18.19
Bill	93735636	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	93735637	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-103.55	103.55
Bill	93735638	02/17/2026	Adult Print General		982.720 · Adult Print General	-200.36	200.36
Bill	93735639	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-37.99	37.99
Bill	93735640	02/17/2026	Adult Print General		982.720 · Adult Print General	-74.24	74.24
Bill	93735641	02/17/2026	Adult Print General		982.720 · Adult Print General	-26.51	26.51
Bill	93735642	02/17/2026	Adult Print General		982.720 · Adult Print General	-14.54	14.54
Bill	93735643	02/17/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-24.38	24.38
Bill	93735644	02/17/2026	Adult Print General		982.720 · Adult Print General	-49.59	49.59
Bill	93770411	02/17/2026	Adult Print General		982.720 · Adult Print General	-365.04	365.04
Bill	93770412	02/17/2026	Adult Print General		982.720 · Adult Print General	-29.50	29.50
Bill	93770413	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-32.72	32.72
Bill	93770414	02/17/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-82.03	82.03
Bill	93770415	02/17/2026	Adult Large Print		982.710 · Adult Large Print	-208.30	208.30
Bill	93770416	02/17/2026	Adult Print General		982.720 · Adult Print General	-223.48	223.48
Bill	93770417	02/17/2026	Adult Print General		982.720 · Adult Print General	-208.98	208.98
Bill	93770420	02/17/2026	Adult Print General		982.720 · Adult Print General	-208.98	208.98

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	93770418	02/17/2026	Adult Print General		982.720 - Adult Print General	-55.39	55.39
Bill	93787355	02/17/2026	Adult Print General		982.720 - Adult Print General	-91.74	91.74
Bill	93787349	02/17/2026	Adult Print General		982.720 - Adult Print General	-62.01	62.01
Bill	93787352	02/17/2026	Adult Print General		982.720 - Adult Print General	-33.41	33.41
Bill	93787348	02/17/2026	Adult Print General		982.720 - Adult Print General	-95.29	95.29
Bill	93787353	02/17/2026	Multiple Book Copies		982.740 - Multiple Book Copies	-30.00	30.00
Bill	93787354	02/17/2026	Adult Print General		982.720 - Adult Print General	-83.11	83.11
Bill	93787347	02/17/2026	Mobile CDL - Adult		982.721 - Mobile CDL - Adult	-13.91	13.91
Bill	93787360	02/17/2026	Adult Print General		982.720 - Adult Print General	-31.91	31.91
Bill	93787351	02/17/2026	Adult Large Print		982.710 - Adult Large Print	-32.72	32.72
Bill	93864948	02/17/2026	Adult Print General		982.720 - Adult Print General	-189.73	189.73
Bill	93864947	02/17/2026	Adult Print General		982.720 - Adult Print General	-17.25	17.25
Bill	93864949	02/17/2026	Adult Print General		982.720 - Adult Print General	-522.85	522.85
Bill	93864954	02/17/2026	Adult Print General		982.720 - Adult Print General	-151.86	151.86
Bill	93864953	02/17/2026	Adult Print General		982.720 - Adult Print General	-17.25	17.25
TOTAL						-5,246.18	5,246.18
Bill Pmt - Check	30180	02/20/2026	Costco Anywhere Visa	ACCT ENDING 3253 01/17/26 - 02/17/26 DUE 03/14/2026	001.001 - CSB/Operations Checking		-260.27
Bill	20260314	02/20/2026	SUPPLIES FOR CHELSEA EXPO		980.200 - Director Expense	-260.27	260.27
TOTAL						-260.27	260.27
Bill Pmt - Check	30181	02/24/2026	THE LAKEHOUSE BAKERY	5216 - INSERVICE SUPPLIES	001.001 - CSB/Operations Checking		-435.00
Bill	26-1063-LC	02/24/2026	IN-SERVICE SUPPLIES		988.620 - Staff In-Service & Appreciation	-435.00	435.00
TOTAL						-435.00	435.00
Bill Pmt - Check	30182	02/24/2026	UNIVERSITY OFFICE TECHNOLOGIES	595891054 - ACCT #1624667 - SITE 5997587	001.001 - CSB/Operations Checking		-118.22
Bill	595891054	02/24/2026	PUBLIC COPIER LEASE - PROPERTY TAX		803.101 - Public Copier	-59.11	59.11
Bill			STAFF COPIER LEASE - PROPERTY TAX		803.102 - Staff Copier	-59.11	59.11
TOTAL						-118.22	118.22
Bill Pmt - Check	ACH260206	02/02/2026	Alerus Financial	2026 - Entity code nos. 400298 / 110320 - pay period start...	001.001 - CSB/Operations Checking		-6,316.20
Bill	26-6233	02/02/2026		2026 01/18/26 - 01/31/2026 PAID 02/06/26 - PR ER 5% MAT...	231.002 - Payroll Liai/401A MchER	-1,942.38	1,942.38
				2026 01/18/26 - 01/31/2026 PAID 02/06/26 - PR FLEX TO 45...	702.300 - Per Svcs - Retmnt - EE	-2,819.34	2,819.34
				2026 01/18/26 - 01/31/2026 PAID 02/06/26 - PR FLEX TO 45...	710.500 - Per Svcs - Fringe B ER	-898.92	898.92
				2026 01/18/26 - 01/31/2026 PAID 02/06/26 - 457(B) ROTH	702.303 - Per Svcs - EE - Fringe Ben/Roth	-655.56	655.56
TOTAL						-6,316.20	6,316.20
Bill Pmt - Check	ACH 260218	02/18/2026	Alerus Financial	2026 - Entity code nos. 400298 / 110320 - pay period start...	001.001 - CSB/Operations Checking		-6,458.51
Bill	20260201	02/18/2026		2026 02/01/26 - 02/14/26 PAID 02/20/26 - PR ER 5% MATCH	231.002 - Payroll Liai/401A MchER	-1,942.38	1,942.38
				2026 02/01/26 - 02/14/26 PAID 02/20/26 - PAID 01/09/26 - P	702.300 - Per Svcs - Retmnt - EE	-2,961.65	2,961.65
				2026 02/01/26 - 02/14/26 PAID 02/20/26 - PR FLEX TO 457(B)	710.500 - Per Svcs - Fringe B ER	-898.92	898.92
				2026 02/01/26 - 02/14/26 PAID 02/20/26 - 457(B) ROTH	702.303 - Per Svcs - EE - Fringe Ben/Roth	-655.56	655.56
TOTAL						-6,458.51	6,458.51

Chelsea District Library Donation and Restricted

February 2026

	Feb 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	0	0	0
674.110 · Designated Adult Programming	0	0	0
674.111 · Designated Youth Programming	0	0	0
674.112 · Designated Music Focus Programs	500	0	500
674.113 · Designated Exhibits Programming	0	0	0
674.120 · Undesignated Donation	550	1,400	(850)
674.141 · Designated Technology	0	0	0
674.150 · Continuing Education Restricted	0	0	0
Total 674.000 · Revenue Contribution & Donation	1,050	1,400	(350)
Total Income	1,050	1,400	(350)
Gross Profit	1,050	1,400	(350)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	0	0	0
Total 850.900 · Telecom-Restricted Gifts	0	0	0
Total 850.000 · Telecommunications	0	0	0
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors In Chelsea			
884.921 · Youth Prog Rest Gifts Authors	0	0	0
Total 884.211 · Authors In Chelsea	0	0	0
Total 884.210 · Youth Speakers	0	0	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	0	0
Total 884.400 · Music Focus	0	0	0
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	0	0	0
Total 884.500 · Artist In Residence	0	0	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	0	0	0
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	0	0
884.927 · Adult Prog Rest Gifts SRP	0	0	0
Total 884.910 · Adult Programming Restricted	0	0	0
884.920 · Youth Programming Restricted			
884.926 · Youth Prog Rest Gifts SRP	0	0	0
Total 884.920 · Youth Programming Restricted	0	0	0
Total 884.000 · Programming	0	0	0
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	128	0	128

Chelsea District Library Donation and Restricted

February 2026

	<u>Feb 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 969.600 · Staff Training, In-Service	128	0	128
Total 969.000 · CE, Staff Development & Travel	128	0	128
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	0	0
Total 982.000 · Collection Expense	0	0	0
Total Expense	128	0	128
Net Ordinary Income	922	1,400	(478)
Net Income	922	1,400	(478)

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

TOTAL

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense																
Income																
402.000 · District Revenue	1,242,827	608,893	441,092	0	0	0	0	0	0	0	0	0	2,292,812	2,516,825	(224,013)	91%
540.100 · State Aid - which line is this?	0	0	69,551	0	0	0	0	0	0	0	0	0	69,551	67,700	1,851	103%
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	260	0	0	0	0	0	0	0	0	0	754	4,000	(3,246)	19%
657.100 · Non-Resident Fees	0	125	31	0	0	0	0	0	0	0	0	0	156	4,000	(3,844)	4%
657.200 · ILL Fees/Collection Agency Rec	0	0	15	0	0	0	0	0	0	0	0	0	15	1,000	(985)	2%
665.000 · Bank Interest	75	61	0	0	0	0	0	0	0	0	0	0	136	0	136	0%
665.100 · Investment Gains/Losses	4,746	11,656	0	0	0	0	0	0	0	0	0	0	16,402	70,000	(53,598)	23%
669.000 · Investment Value Change	(785)	319	0	0	0	0	0	0	0	0	0	0	(466)	0	(466)	0%
674.000 · Revenue Contribution & Donation	1,400	1,050	50	0	0	0	0	0	0	0	0	0	2,500	26,055	(23,555)	10%
Total Income	1,248,263	622,598	510,999	0	0	0	0	0	0	0	0	0	2,381,860	2,897,580	(315,720)	88%
Gross Profit	1,248,263	622,598	510,999	0	0	0	0	0	0	0	0	0	2,381,860	2,897,580	(315,720)	88%
Expense																
701.000 · Personnel Svcs Control Acct	83,343	113,830	57,470	0	0	0	0	0	0	0	0	0	254,643	1,530,647	(1,276,004)	17%
727.000 · Supplies	1,173	281	894	0	0	0	0	0	0	0	0	0	2,348	24,350	(22,002)	10%
731.000 · Other Svc - Postage	0	0	64	0	0	0	0	0	0	0	0	0	64	900	(836)	7%
732.000 · Supplies-Maintenance	23	371	0	0	0	0	0	0	0	0	0	0	394	7,550	(7,156)	5%
758.000 · FUEL - DIESEL	33	36	0	0	0	0	0	0	0	0	0	0	69	750	(681)	9%
801.000 · Professional & Contractual Svcs	2,363	2,710	1,244	0	0	0	0	0	0	0	0	0	6,317	146,324	(140,007)	4%
802.000 · Admin-Fees & Misc Costs	55	39	35	0	0	0	0	0	0	0	0	0	129	1,540	(1,411)	8%
803.000 · Maintenance Service Contracts	19,199	9,819	5,195	0	0	0	0	0	0	0	0	0	34,213	188,337	(154,124)	18%
850.000 · Telecommunications	1,178	1,337	(851)	0	0	0	0	0	0	0	0	0	1,664	44,500	(42,836)	4%
880.000 · Promotional Materials	6,715	12,776	1,170	0	0	0	0	0	0	0	0	0	20,661	88,700	(68,039)	23%
884.000 · Programming	28,901	13,526	6,616	550	780	0	0	0	0	0	0	0	50,373	156,400	(106,027)	32%
885.000 · Volunteer	29	22	0	0	0	0	0	0	0	0	0	0	51	2,600	(2,549)	2%
920.000 · Utilities	0	6,553	0	0	0	0	0	0	0	0	0	0	6,553	80,850	(74,297)	8%
960.000 · Board & Director Expense	37	711	0	0	0	0	0	0	0	0	0	0	748	3,800	(3,052)	20%
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	0	0	3,043	0	0	0	0	0	0	0	0	0	3,043	26,513	(23,470)	11%
967.000 · Equipment	4,391	3,735	313	0	0	0	0	0	0	0	0	0	8,439	66,860	(58,421)	13%
969.000 · CE, Staff Development & Travel	1,616	3,239	183	0	0	0	0	0	0	0	0	0	5,038	27,435	(22,397)	18%
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	11,757	7,655	0	0	0	0	0	0	0	0	0	28,263	281,424	(253,161)	10%
Total Expense	157,907	195,086	83,031	550	780	0	0	0	0	0	0	0	437,354	2,852,110	(2,414,756)	15%
Net Ordinary Income	1,090,356	427,512	427,968	(550)	(780)	0	0	0	0	0	0	0	1,944,506	(154,530)	2,099,036	106%
Net Income	1,090,356	427,512	427,968	(550)	(780)	0	0	0	0	0	0	0	1,944,506	(154,530)	2,099,036	106%

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

	Jan - Feb 26	Jan - Feb 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue	1,851,719.98	1,935,413.68	-83,693.70	-4.32%
645.100 · Copiers & Printers	494.20	507.81	-13.61	-2.68%
657.100 · Non-Resident Fees	125.00	156.25	-31.25	-20.0%
657.200 · ILL Fees/Collection Agency Rec	0.00	15.00	-15.00	-100.0%
665.000 · Bank Interest	136.03	165.23	-29.20	-17.67%
665.100 · Investment Gains/Losses	16,402.14	25,165.02	-8,762.88	-34.82%
669.000 · Investment Value Change	-466.59	406.60	-873.19	-214.75%
671.000 · Misc Income & Refunds	0.00	1,250.00	-1,250.00	-100.0%
674.000 · Revenue Contribution & Donation	2,450.00	19,425.00	-16,975.00	-87.39%
Total Income	<u>1,870,860.76</u>	<u>1,982,504.59</u>	<u>-111,643.83</u>	<u>-5.63%</u>
Gross Profit	<u>1,870,860.76</u>	<u>1,982,504.59</u>	<u>-111,643.83</u>	<u>-5.63%</u>
Expense				
701.000 · Personnel Svcs Control Acct	197,173.64	176,504.30	20,669.34	11.71%
727.000 · Supplies	1,454.18	2,436.01	-981.83	-40.31%
731.000 · Other Svc - Postage	0.00	65.49	-65.49	-100.0%
732.000 · Supplies-Maintenance	394.00	396.48	-2.48	-0.63%
758.000 · FUEL - DIESEL	69.40	33.34	36.06	108.16%
801.000 · Professional & Contractual Svcs	5,073.33	5,573.76	-500.43	-8.98%
802.000 · Admin-Fees & Misc Costs	93.63	103.82	-10.19	-9.82%
803.000 · Maintenance Service Contracts	29,018.14	18,310.57	10,707.57	58.48%
850.000 · Telecommunications	2,515.24	2,207.44	307.80	13.94%
880.000 · Promotional Materials	19,490.89	19,170.36	320.53	1.67%
884.000 · Programming	42,426.53	15,377.25	27,049.28	175.91%
885.000 · Volunteer	50.47	63.89	-13.42	-21.01%
920.000 · Utilities	6,553.02	5,969.74	583.28	9.77%
960.000 · Board & Director Expense	748.44	269.32	479.12	177.9%
965.000 · Automation Services	14,344.15	13,592.29	751.86	5.53%
967.000 · Equipment	8,126.09	9,891.03	-1,764.94	-17.84%
969.000 · CE, Staff Development & Travel	4,854.27	2,612.81	2,241.46	85.79%
970.000 · Capital Expense 980.00	0.00	94,925.00	-94,925.00	-100.0%
982.000 · Collection Expense	20,607.29	18,910.02	1,697.27	8.98%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	3,653.00	-3,653.00	-100.0%
Total Expense	<u>352,992.71</u>	<u>390,065.92</u>	<u>-37,073.21</u>	<u>-9.5%</u>
Net Ordinary Income	<u>1,517,868.05</u>	<u>1,592,438.67</u>	<u>-74,570.62</u>	<u>-4.68%</u>
Net Income	<u>1,517,868.05</u>	<u>1,592,438.67</u>	<u>-74,570.62</u>	<u>-4.68%</u>

8.1

Ameriprise February 28, 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						
01/31/26	\$2,069,052.93	\$600,000.00	\$4,746.10	-\$785.19	\$0.00	\$2,069,052.93
02/29/26	\$2,673,013.84	\$500,000.00	\$11,656.04	\$318.60	\$0.00	\$2,673,013.84
03/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	\$3,184,988.48
04/30/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
05/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
06/30/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
07/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
08/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
09/30/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
10/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
11/30/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
12/31/26	\$3,184,988.48	\$0.00	\$0.00	\$0.00	\$0.00	
Balance YTD	\$2,069,052.93	\$1,100,000.00	\$16,402.14	-\$466.59	\$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 March 2026 board meeting**

Staff Announcements

Staff Work Anniversaries in March

Congratulations to all who celebrate work anniversaries in March:

Adult Librarian Laura Brown, nine years on March 13

Adult Librarian Gabrielle Hopkins, six years on March 30

Library Assistant Kim Landris, two years on March 4

Library Assistant Brandy Novak, two years on March 6

Annual Staff In Service

Staff overall the feedback (24 responses) was very positive.

- Jim Mangi on Dementia Friendly Libraries 4.8/5 stars
- Emilee Fetters on dealing with patrons in crisis 4.8/5 stars
- Strategic Plan: Where Have We Been? 4.1/5 stars
- Strategic Plan: Where Are We Going? 3.8/5 stars
- Some suggestions:
 - Be sure to share how strategic plan suggestions can or cannot be “actionable” after management review
 - More time to discuss AI
 - More time on strategic plan

The management team is strategizing ways to address these staff suggestions as well as ways to make staff feel more included in library operations.

Library Hop

CDL is joining with 20 other libraries throughout Southeast Michigan for a Library Hop. Library Hop is a one-month event throughout April that encourages individuals to visit other libraries by giving them a “passport” to fill out and allows libraries to promote themselves and their services. Each interested individual is given a passport booklet of participating libraries with blank spaces for stamps.

The booklet contains a page of contact information, location, hours, and April events for each library. People visit other libraries, have their passports stamped, and bring them back to their home library at the end of April. CDL will give out small prizes for returned passports, and there's also a grand prize drawing among all libraries.

On Your Radar

Midwest Literary Walk – Saturday, April 18, 10am - 6pm

Now a staple in the library's annual calendar, the Midwest Literary Walk draws visitors from near and far. Originally conceived as an event to both celebrate literature and introduce the Chelsea community to visitors, this single-day event features nationally recognized authors held in public venues, with time to check out downtown between events. This year's Walk offers attendees the chance to see one of Chelsea's most iconic venues and experience a play reading at the Purple Rose Theatre, while engaging with the actors and playwrights. Lit Walk is

intended to be a celebration of literature, reading, and the Chelsea community; removing barriers between everyday people and fantastic literature and the arts. All events are open to the public with no admittance charge.

This year's walk features a Purple Rose Theatre Company Concert Reading, author Chris La Tray, poet Carmen Bagan (a Chelsea resident!), and cartoonist Nathan Pyle. Check out the CDL website for more details. It's going to be a terrific day!

Strategic Plan 2024-28 Progress in February 2026

2.3 Improve data used to evaluate library services & communicate value

- Implemented program evaluation project

Out and About: Meetings/Activities Attended February 2026

- Cuppa Conversations – February 5
- Take Your Child to the Library Day – February 12
- Chelsea Education Foundation grant scoring – February 12
- Friends board meeting – February 10
- Chelsea Area Chamber Board meeting – February 19
- Sounds & Sights auditions judge – February 19
- Rotary meetings – February 10 & 17
- Walk to School Wednesday – February 4 & 11

**Chelsea District Library
Assistant Director's Report
February 2026**

Facility

February was a quiet month for facility issues so here are some updates:

Johnson Controls/chilled water and boiler pump couplings- this repair *did* happen in early February.

Kleinschmidt Roofing- gave them the go ahead for the smaller flat roof repair and they will schedule us later in the season when they have the best chance to avoid rain.

Plumbing- had to have the plumber back to look at the family bath again as it was still leaking between the flush handle and the water pipe. It only leaked if you pushed REALLY hard on the pipe, not the handle, so not quite sure what was happening there but it seems to be fixed now.

Volunteers

In February we had 227 book sale hours and 98.75 non-book sale hours, for a total of 325.75 hours.

HR

Met with Lori, Shannon and Amy to discuss Marissa, our most recently degreed librarian, transitioning from the Circulation Department to the Information Services department. Our local history archives are in need of some extra attention and that was Marissa's specialization, so we are extra excited to have her stay here at CDL. Circ is very sad to see her go, but IS is equally happy to have her join their department. She won't be replaced in Circ as there are a couple of staff who want to increase their current hours.

Budget

I can't believe it is that time of year again but as the audit wraps up, I begin preparing the 2027 budget working document for management staff. We have our pre-budget meeting on March 31 where we look at the big picture and discuss any known or expected changes from 2026. April is spent researching our numbers so in May we can spend our weekly management meetings discussing/negotiating our final numbers in preparation for the first meeting with the finance committee on May 5th. Whew- makes me tired just thinking about it- but Kerry and I will be in Florida visiting our daughter and grandson at the end of March, so I'll be sure to rest up...on the beach!

Respectfully submitted,
Linda Ballard
Assistant Director

February Highlights

- February was the final month for Neighbors Read, our community read with the Dexter District Library. We hosted the author talk at the Dexter District Library and had 157 in-person attendees, and 15 tuned in over zoom. Feedback was highly positive. We found the book to be an excellent fit: it was apolitical and appealing to a wide audience, including both men and women and younger and older adult patrons. The focus on nature helped pull people away from some of the divisive conversations we're seeing right now. Overall, we distributed 315 copies throughout the community, and every single copy was taken.
- Take Your Child to the Library Day was another fun success in February. Jessica Zubik and I created a scavenger hunt and activities for children, as well as goody bags that contained a book to keep and other fun prizes for any child who received their first library card. Lori Coryell gamely agreed to be the final destination of the scavenger hunt, meeting with more than a dozen families.

Outreach and Meetings

- I presented to the Chelsea Rotarians, promoting Neighbors Read, Authors in Chelsea, and the Midwest Literary Walk.
- I met with all librarians to continue planning for summer reading and summer programming.
- I met with Tracy from Main Street Church to plan for the Midwest Literary Walk
- Mobee staff met to review current collection development workflow and other aspects of Mobee outreach.
- Laura Brown, Virginia Krueger and I met with Purple Rose Staff to discuss this new addition to this year's Midwest Literary Walk.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
2/4/2026	Reading Glasses Book Club	7			
2/6/2026	Therapy Dogs for Adults	10			
2/8/2026	Another Great Puzzle Race	24			
2/11/2026	Books and Banter	11			
2/12/2026	Winter Wellness	15			

Information Services Report: February 2026
 Shannon Powers, Head of Information Services

2/21/2026	Neighbors Read Author Talk	157	15		
2/22/2026	Sonic Sundays - Matt Ball	25			
		249	15		
	<i>Adult Program Totals</i>	264			
	Early Literacy Program Attendance				
2/3/2026	Babytime	18			
2/5/2026	Toddler time	29			
2/6/2026	Preschool Storytime	11			
2/10/2026	Babytime	18			
2/12/2026	Toddler time	18			
2/13/2026	Preschool Storytime	13			
2/17/2026	Babytime	20			
2/19/2026	Toddler time	32			
2/20/2026	Preschool Storytime	8			
2/24/2026	Babytime	30			
2/26/2026	Toddler time	38			
	<i>Early Literacy Program Totals</i>	235			
	Youth Program Attendance				
2/2/26	Lego Club	11			
2/3/2026	The Rookery Chess Clinics	12			
2/7/2026	Take Your Child to the Library Day	52			
2/9/2026	Youth Creativity Zine	5			
2/10/2026	The Rookery Chess Clinics	12			
2/17/2026	The Rookery Chess Clinics	9			
2/19/2026	Read to Library Dogs	10			
2/24/2026	The Rookery Chess Clinics	18			
2/26/2026	K2 Books & Fun	11			
	<i>Youth Program Totals</i>	140			
	Teen Program Attendance				
2/5/2026	TTT: Celebrate Chocolate	5			
2/6/2026	TFT: Celebrate Chocolate	7			
2/13/2026	PWNED Teen Gaming Club	5			
2/17/2026	Mangafternoon: Celebrate Seollal	2			

Information Services Report: February 2026
 Shannon Powers, Head of Information Services

2/19/2026	TTT: Love Your Pet Day	2			
2/20/2026	TFT: Love Your Pet Day	0			
2/24/2026	Pizza & Paperbacks	2			
	<i>Teen Program Totals</i>	23			
	Outreach Program Attendance				
2/3/2026	Storytime @ Mudpies (youth)	26			
2/10/2026	2 Storytimes @ ECC (youth)	72			
2/10/2026	Library Tour for Material Girls (adult)	16			
2/11/2026	Storytime @ First Steps (youth)	25			
2/12/2026	Authors in Chelsea hype visit @ SME (youth)	470			
2/12/2026	Book Club @ Pines (adult)	6			
2/12/2026	Silver Maples Book Club (adult)	7			
2/13/2026	SLC Storytime-cancelled per SLC request (adult)				
2/13/2026	Blank the Librarian (youth)	232			
2/17/2026	Storytime @ ECC (youth)	12			
2/19/2026	AIC School visit @ NCE (youth)	305			
2/23/2026	AIC Hype Visit @ Beach (youth)	180			
2/26/2026	PTO Reading Night @ NCE (youth)	200			
2/26/2026	CSC Walk Mill Creek Park (adult)	3			
	<i>Outreach Program Totals</i>	1,554			
	Walk to School Wednesdays				
2/4/2026	Walk to School Wednesdays	5			
2/11/2026	Walk to School Wednesdays	9			
2/18/2026	Walk to School Wednesdays	1			
2/25/2026	Walk to School Wednesdays	2			
	<i>WTSW Totals</i>	17			
	Mobee Visit Program Attendance				
2/2/2026	Silver Maples (adult)	5			
2/2/2026	CRC Dancey (adult)	2			
2/3/2026	Pines (adult)	6			

2/9/2026	Silver Maples (adult)	6		
2/9/2026	CRC Dancey (adult)	4		
2/10/2026	Pines (adult)	4		
2/17/2026	Pines (adult)	4		
2/18/2026	CSD After Care (youth)	45		
2/23/2026	Silver Maples (adult)	6		
2/23/2026	CRC Dancey (adult)	5		
2/24/2026	Pines (adult)	6		
	<i>Mobee Totals</i>	93		

Ingenuity Engine

Program Stats

Date	Program	Attendance
2/2/2026	Be Ingenious Workshop	8
2/14/2026	Be Ingenious Workshop	5

One-One Appointment Stats

Number of Visits	43
Number of Unique Users	13

Reference, Collections, Deliveries, and Other

Services	February 26*
Reference Questions	1,120
CDL Delivers & Deposit Book Deliveries	13

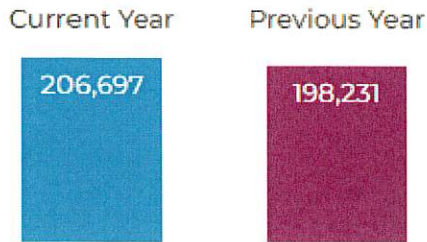
*The Chelsea District Library was closed on Feb 16 for the President's Day holiday. The Chelsea District Library was closed on Feb 27 for the all day Staff In-Service.

Library IQ

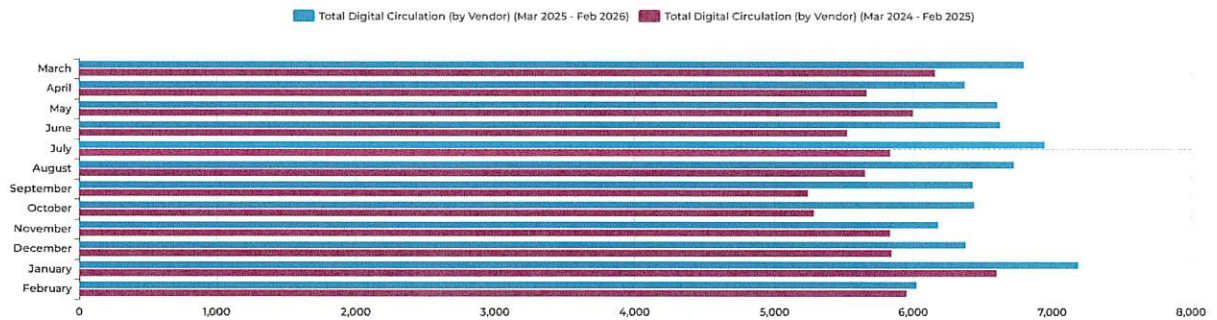
Collection Stats

Circulation of analog items over the past 12 months compared to the prior 12 months has increased around 2%:

Physical Circ



Total Digital Circulation has also increased:



Monthly Digital Cir

Patron Feedback

- A patron reported how much they enjoy using the study rooms: "...room (D) is SO AWESOME! This is such a great thing, you guys are a great thing."

February Board Report

By Brandon Leffler

Task:

Finished up Windows 11 Staff PC replacements.

Wrote new onboarding documentation for my position.

Created documentation for any new issues.

Filed 3 Support tickets with Envisionware for tech issues.

Gave a presentation on AI & data brokers for Inservice day.

Cleaned out server room. Removed 500 Feet of old coax cabling.

Recycled 100 pounds of electronic waste.

Building 2 new Linux servers. One for inventory management & one for Network Monitoring.

Moved office out of the basement.

February Stats:

DATA SERVICES		JAN	FEB	MAR
26	Hotspot Devices Circulated	15	11	
744	Public Internet - Computer Sessions	377	367	
0	Public Internet - Wireless Logins			
ONLINE SERVICES		JAN	FEB	MAR
0	Website Sessions			
0	Website Users			
4344	AUDIO Downloads Total	2304	2040	0
0	-- Audio: Overdrive			
0	-- Audio: Hoopla			
1692	VIDEO Downloads Total	860	832	0
0	-- Video: Kanopy			
0	-- Video: Hoopla			
3568	EBook Downloads Total	1960	1608	0
0	-- Ebook: Overdrive			
0	-- Ebook: Hoopla			
9604	TOTAL Downloads	5124	4480	0

Head of Marketing & Outreach Monthly Board Report (February 1–28, 2026): Respectfully submitted by Virginia Krueger

Marketing & Outreach Overview:

We hosted our second annual Neighbors Read author visit in February, which was well attended and widely enjoyed.



February is also when the spring newsletter hits mailboxes. This quarter's cover features artwork by Polly Maccini. She uses an encaustic painting method with beeswax from her own hives. When I followed up with her after mailing, she responded, "Thank you and your team so much! The cover and bio look wonderful and I'm so appreciative for everything!"

Much of the planning and promotion for a busy spring happens in February as we look forward to our annual Authors in Chelsea and Midwest Literary Walk events.

Outreach Overview:

February continued our weekly bookmobile stops at Silver Maples and the Pines and we started weekly stops at Dancey House. Feedback from all three facilities has been positive and it has allowed improved connections with the senior living community residents. We had a team meeting in February and the new processes for material selection and purchasing has been positive and resulted in greater quantities of new materials for residents to browse at these weekly stops.

Technology Outreach:

Everett helped twelve patrons with technology needs in February. The range of issues include help with smart phones, Windows devices, Macs, digital photo storage help, account logins, and more. Based on usage and patron feedback, in March we are transitioning to Friday morning drop-in hours and leaving time in his schedule to accept one-on-one appointments.

eNews Metrics:

We sent four weekly e-newsletters in February and one Save the Date message to the Midwest Literary Walk audience. Constant Contact has warned that they changed how open rates are being calculated to eliminate bot activity from actual opens, so we were pleased to see only a modest decline in open rates. The Midwest Literary Walk email performed incredibly well, with an over 70% open rate, indicating the ongoing popularity of this annual event.

Month	Emails Sent	Subscribers	Open Rate	Emails Sent	Emails Opened
January	5	4,453	59%	20,275	11,417
February	4	4,495	56.25	16,321	8,775
Totals	5	4,495	59%	36,596	20,192

Social Media Metrics:

Our highest performing posts in February were a reminder for Take Your Child to the Library Day featuring cute young library users and a post highlighting Jim Mangi's presentation at our Staff In Service Day. Knowing the importance of having quality photos of real library experiences, Katie and I organized a photo shoot at the end of In Service Day to build a library of photos of people using the library. These will not only be helpful for social media, but also for annual reports and on the website.

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
February	3,962	897	39,700	1,225	40	5,200

Google Advertising:

The nature of Google advertising results is changing with the inclusion of AI overviews at the top of the results feed. It is anticipated that the AI overview space will eventually include paid advertising content, but in the meantime, cost per click has increased. In spite of this, we performed quite well in February.

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
February	\$10,153.59	11,552	1,387	17.7%	Cross Network Ads, Digital Media, Kanopy, Overdrive, Website Discovery

Koios, our vendor who manages the ad campaigns, included the following report on our first-year performance



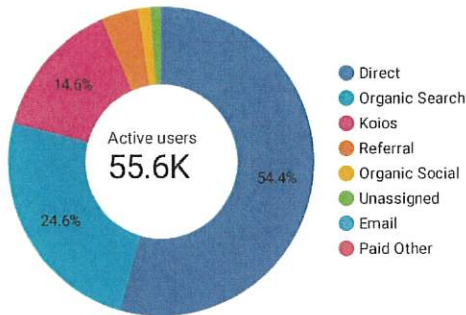
Koios Snapshot

Mar 2, 2025 - Mar 1, 2026 ▼

Grant Spent (USD): \$76,945.74

The amount Koios spent on your behalf in the snapshot period

Website:



Google Analytics 4 Active Users



Impressions
158,760

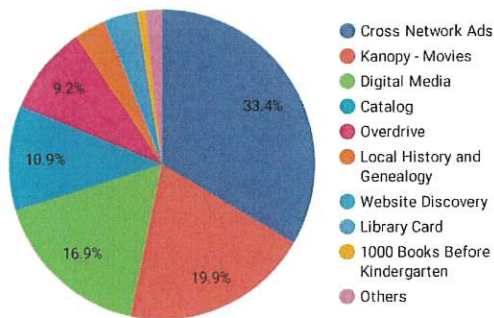
The number of times Google showed your ads.



Clicks
10,874

The number of times your ads were clicked, bringing visitors to your website.

Top campaigns:



These campaigns promote key programs and resources on your website.



All conv.
6,563

Visitors who took action on your site after clicking on an ad



Koios brings new visitors to your website, reports on website traffic, and exposes your catalog to online searches.

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.

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
February	24	16	17	1	3	12	10	83
2025 Totals		64	21	15	18	64	96	335

Other miscellaneous duties:

- Met with three patrons about potential lobby displays
- Met with Brandon and a website accessibility consultant in preparation for new ADA compliance rules governing library websites, social media, and digital footprints.
- Prepared highlights from 2025 to recognize our staff for achievements in library usership and strategic plan successes.
- Met with The Sun Times News reporter about potential monthly column about public libraries
- Reviewed WCAG compliance guidelines with Shannon and Brandon as we prepare a strategy for Stories of Chelsea compliance.
- Met with Mobee team to review collection management, material shelving, and staffing for spring/summer events
- Finalized details for Midwest Literary Walk print promotional materials
- Coordinated with City of Chelsea for Authors in Chelsea banner installation
- Assisted youth librarian team in preparing for CSD Reading Night activities
- Distributed Authors in Chelsea staff and board shirts
- Created Library Funding webpage to help staff answer frequently asked patron questions
- Added major events to local event websites.

Circulation Supervisor's Report February 2026

- Circulation 18988 in February
- Patron Count- 9522 for February
- Circulation by township- for February:
 - Dexter = 9% of total transactions
 - Lima = 10% of transactions
 - Lyndon =11% of transactions
 - Sylvan = 19% of transactions
 - Chelsea = 38% of transactions
- February Circulation: 84% were items from Chelsea and 16% were inter-loaned items.

Libby = 4480 Hoopla = 1685 Kanopy =197
- Registrations for February – 81 new cards; 7316 total card holders
 - *Dexter = 936 cards; Lima = 744 cards; Lyndon = 999 cards
 - *Sylvan = 1389 cards; Chelsea = 2649 cards; Nonresident = 599 cards
- Self-Check Machine for February - 1154 or 6% of total checkouts

February Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- We received 159 tubs from TLN in February, with 7.6 being the daily average.
- We processed 56 MeLCat items for other libraries, and received 68 items for our patrons.
- We had 1437 unique patrons use the library.
- I caught up on staff reviews, writing & delivering to Jennie & Jen.
- I attended a follow-up Mobee meeting.
- I participated in WTSW on 2/25.
- I attended the virtual SASUG meeting.

Respectfully submitted,

Amy Zoran
Head of Circulation

Chelsea District Library
2026

	Average Daily Circulation							Total Charges			%Diff.
	MON	TUES	WED	THUR	FRI	SAT	SUN	2025	2024	2025	
JAN	719.25	606.5	558	651.6	598.6	380.75	476.75	25038	24363	1470	3%
FEB	687.25	695.5	591.5	393.75	674	384.6	559.75	22739	22639	1369	0%
MAR	141.4	0	0	0	0	116.4	162.4	0	22769	0	
APR	0	0	0	0	0	0	0	0	23516	0	
MAY	0	0	0	0	0	0	0	0	22736	0	
JUN	0	0	0	0	0	0	0	0	25543	0	
JUL	0	0	0	0	0	0	0	0	26349	0	
AUG	0	0	0	0	0	0	0	0	24600	0	
SEP	0	0	0	0	0	0	0	0	23450	0	
OCT	0	0	0	0	0	0	0	0	23373	0	
NOV	0	0	0	0	0	0	0	0	22717	0	
DEC	0	0	0	0	0	0	0	0	23150	0	
TOTAL								47777	285165	23765	2%

Month Avg

	Self-service check outs				per Day	% of Charges	Items Added	Total Items	Libby		hoopla		Kanopy	
	2025	2026	Totals	Days					2025	2026	2025	2026	2025	2026
JAN	1289	1216	2505	29	42	5%	846	72,273	5124	4851	1772	1470	325	292
FEB	1187	1154	2341	26	44	5%	711	72,028	4480	4296	1685	1369	197	293
MAR	1090	0	1090	0	0	0%	0	0	0	4926	0	1569	0	311
APR	1313	0	1313	0	0	0%	0	0	0	4701	0	1425	0	259
MAY	1285	0	1285	0	0	0%	0	0	0	4878	0	1457	0	284
JUN	1665	0	1665	0	0	0%	0	0	0	4881	0	1427	0	324
JUL	1560	0	1560	0	0	0%	0	0	0	4904	0	1518	0	541
AUG	1289	0	1289	0	0	0%	0	0	0	4801	0	1574	0	450
SEP	1087	0	1087	0	0	0%	0	0	0	4535	0	1561	0	283
OCT	817	0	817	0	0	0%	0	0	0	4555	0	1657	0	395
NOV	874	0	874	0	0	0%	0	0	0	4318	0	2026	0	340
DEC	871	0	871	0	0	0%	0	0	0	4504	0	1720	0	369
TOTAL	14327	2370	16697	144	301	5%	1557	724,301	9504	56150	3457	1873	522	4131

Month Avg

		2026							
	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	25038	21169	85%	3869	15%	25006	3837	28875	
FEB	22739	18988	84%	3751	16%	21339	2351	25090	
MAR	0	0	0%	0	0%	0	0	0	
APR	0	0	0%	0	0%	0	0	0	
MAY	0	0	0%	0	0%	0	0	0	
JUN	0	0	0%	0	0%	0	0	0	
JUL	0	0	0%	0	0%	0	0	0	
AUG	0	0	0%	0	0%	0	0	0	
SEP	0	0	0%	0	0%	0	0	0	
OCT	0	0	0%	0	0%	0	0	0	
NOV	0	0	0%	0	0%	0	0	0	
DEC	0	0	0%	0	0%	0	0	0	
Totals	47774	40157		7620		16345	6188	53965	
Month Avg	23889	20079	84%	3810	16%	23173	3094	26983	
		Total Checkouts							
	Adult	Juvenile	Teen						
JAN	8771	8518	485						
FEB	7974	7929	427						
MAR	0	0	0						
APR	0	0	0						
MAY	0	0	0						
JUN	0	0	0						
JUL	0	0	0						
AUG	0	0	0						
SEP	0	0	0						
OCT	0	0	0						
NOV	0	0	0						
DEC	0	0	0						
Totals	16745	16447	912						
Month Avg	8373	8224	456						

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

March 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 February donations and changes to the 2026 FY Budget.

Sheila & Mitch Cumberworth Non-Designated
Randall T. Lee Music in the Air
Shannon Krug Teen Collection

<u>Income Line</u>	-	<u>Expense Line</u>
674.120		844.962
674.112		884.962
674.101		982.920

Sub Total: \$1,050.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$1,050.00

Acknowledge the donations below toward the CDL Endowment.

Sub Total: \$00.00

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2026 Board Meeting

Board Retreat

Background:

The Board Retreat was discussed in February with the board deciding to hold the retreat following it's regular May 19 meeting. To facilitate this, the regularly scheduled meeting will move to 9am in the morning. The topic of the retreat will be library millages.

Action:

The Chelsea District Library Board of Trustees approves of the May 19 date for the Board Retreat and the moving of that dates regularly scheduled meeting to 9am in the morning with the retreat to immediately follow.

Janice L. Carr, Board Secretary

Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2026 Board 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

Action:

The Chelsea District Library Board of Trustees approves the budget adjustments, moving money out of the 801.079 Strategic Plan line.

Janice L. Carr, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2026 Board Meeting

Policy 545 Requests for Proposals and Competitive Bidding

Background:

There was discussion on this policy in February, revolving around confusion about when the board could have the library go through the RFP process for projects under \$30,000. The board recommended putting in a line that states any project under \$30,000 that was in the approved budget has already passed board approval and does not need to undergo the RFP process, but that any project added to the budget at a later date could be subject to an RFP at the board's discretion. The policy went back to the Policy Committee and that language was added.

Action:

The Chelsea District Library Board of Trustees approves the revision of Policy 545 Requests for Proposals and Competitive Bidding.

Janice L. Carr, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 6. Finance

Board Approval Date: August 17, 2004

Revised: 4/19/2016, 12/16/2025, 3/19/2026

Subject: 545 Requests for Proposals and Competitive Bidding

Background:

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

Policy:

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

Purpose:

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

Guidelines:

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

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item # 1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet March 19, 2026 Meeting

Budget Adjustments

Background:

The library needs to change the lines of several budgeted items based on GASB laws and audit recommendation. Several others also need to move based on no longer being capital expense items, as now defined by policy. These changes are shown and explained on the following attachment.

Amount	Current Line	New Line	Reason
\$2,800	967.400 GASB87 Lease Equip	803.103 Maint/small printers	Not a GASB item, moved in error
\$8,400	967.400 GASB87 Lease Equip	991.004 Debt Principal-Leases GASB87	Correct GASB line- 967 GASB lines will be deleted
\$7,752	967.450 GASB 96 SBITA (software)	803.220 Maint/HVAC controls	Not a GASB item, moved in error
\$3,100	967.450 GASB 96 SBITA (software)	920.130 Electric -CDL	Remaining GASB \$ moved out of old 967 line
\$508	967.450 GASB 96 SBITA (software)	920.131 Electric- Mobee	Remaining GASB \$ moved out of old 967 line
\$1,900	980.110 Cap/Makerspace	967.500 Equip/Makerspace	Not capital expense per new policy
\$2,400	980.120 Cap/Signage	880.130 Signs, Banners, Posters	Not capital expense per new policy
\$2,500	980.321 Cap/Server Storage	967.120 Computers & Components	Not capital expense per new policy
\$500	980.324 Cap/Phone System	967.120 Computers & Components	Not capital expense per new policy

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

1-15-26

Janice L. Carr, Board Secretary

Date

