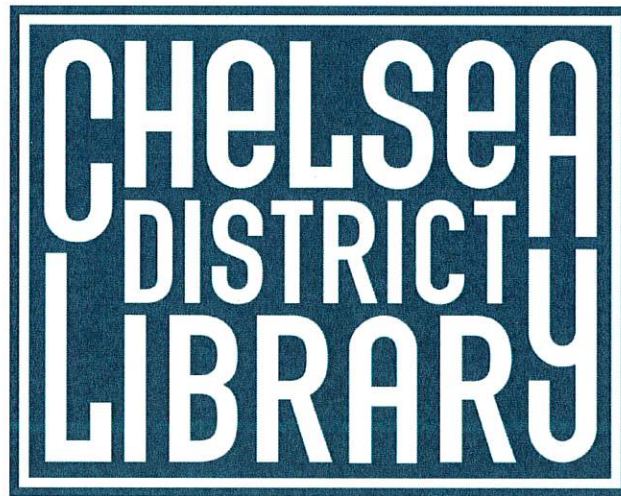


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**April 16, 2026
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Thursday, April 16, 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 Presentation: Yeo & Yeo 2025 Audit (Alan Panter)

7:10 Presentation: Patron Holly Kimball (by request granted by Board)

7:20 Director's, Strategic Plan, and Friends Reports

7:30 Public Comment

7:35 Action Items

1. Donations
2. Budget Adjustments

7:40 Discussion Items

1. Board Proclamation
2. Policies: 211 Borrower Registration, 510 Investment Policy, 566 Electronic Transactions of Public Funds Policy

7:50 Reports

Policy Committee

Finance Committee

Director Oversight Committee

Governance Committee

Community Outreach Committee

7:55 Communications

8:00 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, March 19, 2026 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, J. Carr, TJ Helfferich, C. Sandler, & P. Garcia.

Trustees Absent: B. Swistock & A. Fox.

Staff: Director L. Coryell, C. Berggren, V. Krueger, & A. Zoran.

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:47 p.m.

Chris swore in Trustee Claire Sandler.

Consent Agenda

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

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: L. Coryell asked that Discussion Item #2 Board Proclamation be added.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- The library has received a book challenge for three titles and the process of review has started.
- CDL is participating in Library Hop, a program that encourages visiting other TLN libraries.
- There was an accident at the north end of the library, which is being covered by insurance.
- Marissa has assumed a part-time temporary archivist librarian position at the library.

- An overview of the Assistant Director succession plan was presented.

Friends Report Update:

- The Friends have 89 paid members for the year.
- Continue to collect jewelry and purses for their annual sale.
- The March used book sale again generated over \$1,100.

Public Comment: None

Action Item #1: Donations

MOTION made by P.Garcia, SECONDED by TJ Helfferich to approve the February donations. Discussion: None

All Ayes 5-0

Action Item #2: Board Retreat

MOTION made by C. Sandler, SECONDED by P. Garcia to approve the date and schedule of this year's board retreat. Discussion: None

All Ayes 5-0

Action Item #3: Budget Adjustment

MOTION made by TJ Helfferich, SECONDED by C. Sandler to approve the adjustment of donation money that had been put in the strategic plan line at the end of the year, as a holding spot. Discussion: None

All Ayes 5-0

Action Item #4: Policy 545 Requests for Proposals and Competitive Bidding

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the slight revision that adds clarity to when the library needs to seek an RFP. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Adjustments

The library needs to move certain lease agreements within the budget to comply with GASB law, as well as moving four items out of capital expense, due to a policy change that makes them no longer capital expense. J. Carr asked that the policy number that affects the change be included on the explanation next month when this item moves to action.

Discussion Item #2: Board Proclamation

The library asked the board to consider a proclamation for a noted community member. The board agreed and asked the library to bring this back next month as a discussion item again, so that they can see the language of the proclamation.

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 – Will be looking at financial policies in April.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by J. Carr, SECONDED by P. Garcia to adjourn the meeting at 7:20 p.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
Monthly Check Register
 March 2026

2:50 PM
 04/07/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Ch...		03/31/2026	Service Charge		001.001 · CSB/Operations Chec...	-8.80	-8.80
TOTAL			Service Charge		802.100 · Admin-Fees Bank	-8.80	8.80
						-8.80	8.80
Bill...	30183	03/05/2026	First United Methodist ...	MLW - VENUE RENTAL 2026 DEPOSIT 04/18/26	001.001 · CSB/Operations Chec...	-100.00	-100.00
Bill	26-0208 SP	03/03/2026	MLW - VENUE RENTAL 2026 DEPOSIT 04/18/26	884.111 · Midwest Literary Walk		-100.00	100.00
TOTAL						-100.00	100.00
Bill...	30184	03/05/2026	First United Methodist ...	MLW - VENUE RENTAL 04/18/26	001.001 · CSB/Operations Chec...	-250.00	-250.00
Bill	26-0209 SP	03/03/2026	MLW - VENUE RENTAL 04/18/26	884.111 · Midwest Literary Walk		-250.00	250.00
TOTAL						-250.00	250.00
Bill...	30185	03/05/2026	A Production Cleaning...	2026 - 16758 - CLEANING 02/15/26 - 02/28/26	001.001 · CSB/Operations Chec...	-1,750.00	-1,750.00
Bill	16758	03/03/2026	2026 - CLEANING 02/15/26 - 02/28/26	803.605 · Janitorial		-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30186	03/05/2026	Amazon Capital Serv...		001.001 · CSB/Operations Chec...	-551.06	-551.06
Bill	17N1-K3XY-M761	03/03/2026	BOOKS X3, IN THE CANYON		982.760 · Youth Print General	-42.87	42.87
Bill	1G47-1PCC-HDXH	03/03/2026	ROTATING PUZZLE BOARD		884.126 · General Adult Programs	-59.99	59.99
			BOWLS - IN-SERVICE		969.620 · Staff In-Service & Appr...	-9.99	9.99
Bill	1TQK-9FPX-QKGK	03/03/2026	ADULT PROGRAMS		884.126 · General Adult Programs	-43.81	43.81
Bill	1TPF-XMQK-4Y4T	03/04/2026	TEEN PROGRAMS		884.272 · Teen General Programs	-202.01	202.01
Bill	1RLN-N43M-T91N	03/04/2026	THERMAL PRINTER		967.120 · Computers	-79.95	79.95
Bill	17M9-3JKF-VF93	03/04/2026	THIN SHARPIES, MELISSA AND DOUG		884.222 · General Youth Programs	-39.45	39.45
Bill	1YD1-VVQW-WDKJ	03/04/2026	DR SEUSS		884.227 · Outreach	-52.41	52.41
			YOUTH BOOKS		982.760 · Youth Print General	-20.58	20.58
TOTAL						-551.06	551.06
Bill...	30187	03/05/2026	AMERICAN UNITED LI...	GROUP: G 00623836-0000-000 - MAR 03/01/20...	001.001 · CSB/Operations Chec...	-919.28	-919.28
Bill	26-2451-LB	03/03/2026	2026 - MAR 03/01/2026 -03/31/2026 - 26-2451-...	710.200 · Per Svcs-Fringe Flex Ben		-919.28	919.28
TOTAL						-919.28	919.28

Chelsea District Library
Monthly Check Register
 March 2026

2:50 PM
 04/07/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30188	03/05/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 03/06/26	001.001 · CSB/Operations Chec...	-961.54	-961.54
Bill	260306	03/03/2026		2026 - BOOKKEEPING TO 03/06/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30189	03/05/2026	Ballard, Linda P.	REIMBURSEMENT - VOL SUPPLIES	001.001 · CSB/Operations Chec...	-21.62	-21.62
Bill	26-2447-LB	02/24/2026		VOLUNTEER SUPPLIES	885.200 · Supplies	-21.62	21.62
TOTAL						-21.62	21.62
Bill...	30190	03/05/2026	BUGAN, CARMEN	MIDWEST LIT WALK SPEAKER HONORARIU...	001.001 · CSE/Operations Chec...	-5,500.00	-5,500.00
Bill	26-0212	03/03/2026		MIDWEST LIT WALK SPEAKER HONORARIU...	884.111 · Midwest Literary Walk	-5,500.00	5,500.00
TOTAL						-5,500.00	5,500.00
Bill...	30191	03/05/2026	Cintas Corporation-300	4260401116 ACCT# 14203324	001.001 · CSB/Operations Chec...	-166.37	-166.37
Bill	4260401116	02/24/2026		2026 -RUGS	729.300 · Supplies-Cleaning Rugs	-143.79	143.79
				2026 - CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup	-22.58	22.58
TOTAL						-166.37	166.37
Bill...	30192	03/05/2026	City of Chelsea	BANNER APPLICATION FEE 03/11 - 04/18 20...	001.001 · CSB/Operations Chec...	-100.00	-100.00
Bill	26-4187-VK	02/27/2026		MILW26, BANNER APPLICATION FEE 03/11 - 0...	880.412 · Midwest Literary Walk	-100.00	100.00
TOTAL						-100.00	100.00
Bill...	30193	03/05/2026	Coryell, Lori	IN-SERVICE SUPPLIES	001.001 · CSB/Operations Chec...	-85.31	-85.31
Bill	26-1066-LC	02/27/2026		IN-SERVICE SUPPLIES	969.620 · Staff In-Service & Appr...	-85.31	85.31
TOTAL						-85.31	85.31
Bill...	30194	03/05/2026	Demco Inc.	2026 - INV 7771944 - BILLING CUSTOMER 21...	001.001 · CSB/Operations Chec...	-1,056.53	-1,056.53
Bill	7771944	03/03/2026		SUPPLIES	728.300 · Supplies-Matl Proc Other	-887.78	887.78
				SHELVING UNIT END PIECES	967.330 · Equipment - non-Comp...	-168.75	168.75
TOTAL						-1,056.53	1,056.53

Chelsea District Library
 Monthly Check Register
 March 2026

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30195	03/05/2026	Dollar Bill Printing	DB-109056-INV	001.001 · CSB/Operations Chec...	-83.70	-83.70
Bill	DB-109056-INV	02/27/2026	SRP SPONSOR FLYER		880.431 · General Library Prog Pr...	-83.70	83.70
TOTAL						-83.70	83.70
Bill...	30196	03/05/2026	ELM USA Inc	828500 - ANNUAL MAINTENANCE AGREEME...	001.001 · CSB/Operations Chec...	-520.00	-520.00
Bill	82850	02/24/2026	ANNUAL MAINTENANCE AGREEMENT FOR D...	803.386 · Disc Repair Machine W...		-520.00	520.00
TOTAL						-520.00	520.00
Bill...	30197	03/05/2026	Foster Swift Collins & ...	INV 935156 - CLIENT 21969-00002	001.001 · CSB/Operations Chec...	-133.50	-133.50
Bill	935156	02/27/2026	INDEPENDENT CONTRACTOR ISSUES		801.010 · Attorney	-133.50	133.50
TOTAL						-133.50	133.50
Bill...	30198	03/05/2026	Great Lakes Ace Hard...	VOID:	001.001 · CSB/Operations Chec...	0.00	0.00
TOTAL						0.00	0.00
Bill...	30199	03/05/2026	HERRON, A	REIMBURSEMENT - TWEEN BOOKCLUB AN...	001.001 · CSB/Operations Chec...	-24.90	-24.90
Bill	26-1201 AH	03/03/2026	REIMBURSEMENT - TWEEN BOOKCLUB AND...		884.222 · General Youth Programs	-24.90	24.90
TOTAL						-24.90	24.90
Bill...	30200	03/05/2026	Ingram Library Services		001.001 · CSB/Operations Chec...	-2,786.74	-2,786.74
Bill	93579677	03/03/2026	· Youth Print General		982.760 · Youth Print General	-10.22	10.22
Bill	93604362	03/03/2026	· Youth Print General		982.760 · Youth Print General	-55.93	55.93
Bill	93607372	03/03/2026	· Youth Print General		982.760 · Youth Print General	-9.71	9.71
Bill	93607365	03/03/2026	· Youth Print General		982.760 · Youth Print General	-11.63	11.63
Bill	93607366	03/03/2026	· Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	93669496	03/03/2026	· Youth Print General		982.760 · Youth Print General	-89.91	89.91
Bill	93675618	03/03/2026	· Youth Print General		982.760 · Youth Print General	-10.76	10.76
Bill	93657832	03/03/2026	· Youth Print General		982.760 · Youth Print General	-42.45	42.45
Bill	93657833	03/03/2026	· Youth Print General		982.760 · Youth Print General	-76.58	76.58
Bill	93733627	03/03/2026	· Youth Print General		982.760 · Youth Print General	-7.87	7.87
Bill	93733633	03/03/2026	· Youth Print General		982.760 · Youth Print General	-10.25	10.25
Bill	93864950	03/04/2026	· Youth Print General		982.760 · Youth Print General	-171.87	171.87
Bill	93864951	03/04/2026	· Youth Print General		982.760 · Youth Print General	-85.39	85.39
Bill	93864952	03/04/2026	· Youth Print General		982.760 · Youth Print General	-9.04	9.04
Bill	93901887	03/04/2026	· Youth Print General		982.760 · Youth Print General	-22.60	22.60
Bill	93933027	03/04/2026	· Youth Print General		982.760 · Youth Print General	-184.54	184.54

Chelsea District Library
 Monthly Check Register
 March 2026

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	93933015	03/04/2026		· Youth Print General	982.760 · Youth Print General	-19.62	19.62
Bill	93933014	03/04/2026		· Youth Print General	982.760 · Youth Print General	-24.50	24.50
Bill	93933023	03/04/2026		· Youth Print General	982.760 · Youth Print General	-11.80	11.80
Bill	94026030	03/04/2026		· Youth Print General	982.760 · Youth Print General	-24.25	24.25
Bill	94026039	03/04/2026		· Youth Print General	982.760 · Youth Print General	-12.41	12.41
Bill	94026031	03/04/2026		· Youth Print General	982.760 · Youth Print General	-12.24	12.24
Bill	94026032	03/04/2026		· Youth Print General	982.760 · Youth Print General	-12.24	12.24
Bill	94043546	03/04/2026		· Youth Print General	982.760 · Youth Print General	-53.78	53.78
Bill	94043547	03/04/2026		· Youth Print General	982.760 · Youth Print General	-9.25	9.25
Bill	94043553	03/04/2026		· Youth Print General	982.760 · Youth Print General	-64.62	64.62
Bill	94043551	03/04/2026		· Youth Print General	982.760 · Youth Print General	-18.50	18.50
Bill	94059707	03/04/2026		· Adult Print General	982.720 · Adult Print General	-100.53	100.53
Bill	94059704	03/04/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-80.85	80.85
Bill	94059701	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-13.21	13.21
Bill	94059702	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.79	17.79
Bill	94059705	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94059703	03/04/2026		· Adult Print General	982.720 · Adult Print General	-26.25	26.25
Bill	94059706	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94059708	03/04/2026		· Adult Print General	982.720 · Adult Print General	-151.81	151.81
Bill	94059715	03/04/2026		· Youth Print General	982.760 · Youth Print General	-14.45	14.45
Bill	94043550	03/04/2026		· Adult Print General	982.720 · Adult Print General	-16.78	16.78
Bill	94043545	03/04/2026		· Adult Print General	982.720 · Adult Print General	-38.97	38.97
Bill	94043549	03/04/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	94043552	03/04/2026		· Adult Print General	982.720 · Adult Print General	-32.01	32.01
Bill	94043548	03/04/2026		· Adult Ref.	982.730 · Adult Ref.	-36.78	36.78
Bill	94059710	03/04/2026		· Adult Print General	982.720 · Adult Print General	-14.78	14.78
Bill	94059709	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	94059711	03/04/2026		· Adult Print General	982.720 · Adult Print General	-15.96	15.96
Bill	94059712	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	94059714	03/04/2026		· Adult Print General	982.720 · Adult Print General	-40.56	40.56
Bill	94059713	03/04/2026		· Adult Print General	982.720 · Adult Print General	-11.84	11.84
Bill	94134804	03/04/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	94134813	03/04/2026		· Youth Print General	982.760 · Youth Print General	-43.86	43.86
Bill	94134816	03/04/2026		· Adult Print General	982.720 · Adult Print General	-133.91	133.91
Bill	94134815	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.79	17.79
Bill	94134810	03/04/2026		· Adult Print General	982.720 · Adult Print General	-33.41	33.41
Bill	94134812	03/04/2026		· Adult Print General	982.720 · Adult Print General	-50.56	50.56
Bill	94134809	03/04/2026		· Adult Print General	982.720 · Adult Print General	-19.41	19.41
Bill	94134807	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94134814	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94134805	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.70	16.70
Bill	94134808	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	94134811	03/04/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-18.33	18.33
Bill	94134817	03/04/2026		· Adult Print General	982.720 · Adult Print General	-18.86	18.86
Bill	93901889	03/04/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	93901888	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-15.69	15.69
Bill	93933019	03/04/2026		· Adult Print General	982.720 · Adult Print General	-32.30	32.30
Bill	93933024	03/04/2026		· Adult Print General	982.720 · Adult Print General	-33.36	33.36

Chelsea District Library
Monthly Check Register
 March 2026

2:50 PM
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	93933025	03/04/2026		· Adult Print General	982.720 · Adult Print General	-25.42	25.42
Bill	93933026	03/04/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-41.17	41.17
Bill	93933018	03/04/2026		· Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	93933016	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-22.23	22.23
Bill	93933021	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	93933022	03/04/2026		· Adult Print General	982.720 · Adult Print General	-15.63	15.63
Bill	93933017	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	93933020	03/04/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-14.46	14.46
Bill	93972753	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-36.07	36.07
Bill	93972756	03/04/2026		· Adult Print General	982.720 · Adult Print General	-25.99	25.99
Bill	94026040	03/04/2026		· Adult Print General	982.720 · Adult Print General	-15.65	15.65
Bill	94026033	03/04/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-49.05	49.05
Bill	94026037	03/04/2026		· Adult Print General	982.720 · Adult Print General	-28.09	28.09
Bill	94026038	03/04/2026		· Adult Print General	982.720 · Adult Print General	-80.93	80.93
Bill	94026035	03/04/2026		· Adult Print General	982.720 · Adult Print General	-18.87	18.87
Bill	94026034	03/04/2026		· Adult Print General	982.720 · Adult Print General	-31.71	31.71
Bill	94026036	03/04/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
TOTAL						-2,786.74	2,786.74
Bill...	30201	03/05/2026	KANOPY INC	KANOPY BORROWS - FEB 2026	001.001 · CSB/Operations Chec...		-205.70
Bill	493177-PPU	03/04/2026		2026 - KANOPY VIDEO PLAYS - FEB	982.410 · Electronic Products/Subs	-205.70	205.70
TOTAL						-205.70	205.70
Bill...	30202	03/05/2026	KNIGHT TECHNOLOG...	2026 - MAR - DATTO CLOUD BACKUP - DISA...	001.001 · CSB/Operations Chec...		-1,100.00
Bill	28301	03/04/2026		2026 MAR - DATTO CLOUD BACKUP - DISAST...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill...	30203	03/05/2026	LANDRIS, KIM	IN-SERVICE SUPPLIES	001.001 · CSB/Operations Chec...		-393.02
Bill	26-1064-LC	02/27/2026		SUPPLIES & LABOR FOR IN-SERVICE	969.620 · Staff In-Service & Appl...	-393.02	393.02
TOTAL						-393.02	393.02
Bill...	30204	03/05/2026	LAW, CHRISTINE M.	LAW - YOUTH YOGA TIME 03/13/26	001.001 · CSB/Operations Chec...		-100.00
Bill	26-0501 JZ	03/04/2026		LAW - YOUTH YOGA TIME 03/13/26	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill...	30205	03/05/2026	Midwest Tape		001.001 · CSB/Operations Chec...		-661.98

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Bill	508463371	03/04/2026		FEB ADULT FEATURE DVDs	982.460 · DVD Feature	-415.32	415.32
Bill	805463372	03/04/2026		FEB-MAR BOC	982.120 · Adult Books on Disc	-39.99	39.99
Bill	508463373	03/04/2026		DEC - MAR CDs	982.420 · Music on CD	-25.48	25.48
Bill	508494229	03/04/2026		FEB-MAR BOC	982.120 · Adult Books on Disc	-85.98	85.98
Bill	508494531	03/04/2026		FEB ADULT FEATURE DVDs	982.460 · DVD Feature	-44.23	44.23
Bill	508494532	03/04/2026		MAR ADULT FEATURE DVDs	982.460 · DVD Feature	-50.98	50.98
TOTAL						-661.98	661.98
Bill...	30206	03/05/2026	Midwest Tape - Hoopla	508512473	001.001 · CSB/Operations Chec...	-3,836.57	-3,836.57
Bill	508512473	03/04/2026		FEB BORROWES	982.410 · Electronic Products/Subs	-3,836.57	3,836.57
TOTAL						-3,836.57	3,836.57
Bill...	30207	03/05/2026	NOVAK, BRANDY		001.001 · CSB/Operations Chec...	-172.89	-172.89
Bill	26-1067-LC	03/04/2026		IN-SERVICE SUPPLIES	969.620 · Staff In-Service & Appt...	-172.89	172.89
TOTAL						-172.89	172.89
Bill...	30208	03/05/2026	Pitney Bowes		001.001 · CSB/Operations Chec...	-63.72	-63.72
Bill	3322132848	03/04/2026		METER RENTAL, 01/16/26 - 01/15/2026	731.200 · Other Svc-Pstg Operating	-63.72	63.72
TOTAL						-63.72	63.72
Bill...	30209	03/05/2026	PLAYAWAY PRODUCTS	521219 - WONDERBOOKS	001.001 · CSB/Operations Chec...	-64.59	-64.59
Bill	521219	03/04/2026		PLAYAWAYS - I'M GOING TO BE...	982.485 · Playaway Views	-64.59	64.59
TOTAL						-64.59	64.59
Bill...	30210	03/05/2026	Print-Tech Inc.		001.001 · CSB/Operations Chec...	-5,154.78	-5,154.78
Bill	281788	02/24/2026		2026 SPRING NEWSLETTER	880.240 · Newsletter	-5,154.78	5,154.78
TOTAL						-5,154.78	5,154.78
Bill...	30211	03/05/2026	RK Studios		001.001 · CSB/Operations Chec...	-262.50	-262.50
Bill	24-4188-VK	02/27/2026		02/24 - JEFF HOLDEN AT DEXTER LIBRARY	880.522 · Photography Services	-262.50	262.50
TOTAL						-262.50	262.50

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Bill...	30212	03/05/2026	SANGOMA US INC	VOIP	001.001 · CSB/Operations Chec...		-488.65
Bill	C1117748	03/04/2026		VOIP 01/26 - 03/25/26 = 02/26 - 03/25 STANDA...	850.120 · Telephone	-488.65	488.65
TOTAL						-488.65	488.65
Bill...	30213	03/05/2026	SELECTIVE INSURAN...	#234-055-303 - 03/18/2026 - 03/18/2027 - MAN...	001.001 · CSB/Operations Chec...		-3,043.00
Bill	234-055-303 - 2026	03/04/2026		03/18/2026 - 03/18/2027 MANAGEMENT (BOA...	966.200 · Directors/Officers Ins	-3,043.00	3,043.00
TOTAL						-3,043.00	3,043.00
Bill...	30214	03/05/2026	Serendipity Books	146623 - NEIGHBOR READS BOOKS - DEAD ...	001.001 · CSB/Operations Chec...		-112.30
Bill	146623	03/04/2026		NEIGHBORS READ BOOKS FOR COLLECTION	982.720 · Adult Print General	-112.30	112.30
TOTAL						-112.30	112.30
Bill...	30215	03/05/2026	SWANK Movie Licensi...		001.001 · CSB/Operations Chec...		-250.00
Bill	INV10083460	03/04/2026		WE ARE THE DREAM - MLK DAY PROGRAM ...	884.126 · General Adult Programs	-125.00	125.00
Bill	INV10083466	03/04/2026		WE ARE THE DREAM - MLK DAY PROGRAM ...	884.126 · General Adult Programs	-125.00	125.00
TOTAL						-250.00	250.00
Bill...	30216	03/05/2026	T-MOBILE	2026 - ACCT 975550022 - STATEMENT DATED...	001.001 · CSB/Operations Chec...		-412.18
Bill	97555022 - 02/22/...	03/04/2026		2026 - T-MOBILE WIFI HOTSPOTS - 12/26/25 - ...	850.311 · WiFi Hotspots	-407.20	407.20
				2026 - MOBEE CELL - 12/26/25 - 02/20/26, SEE...	850.122 · Telecommunications -...	-4.98	4.98
TOTAL						-412.18	412.18
Bill...	30217	03/05/2026	THE WOODHILL GRO...	2025 AUDIT, CAPITAL ASSET SCHEDULE	001.001 · CSB/Operations Chec...		-56.25
Bill	2785	03/04/2026		2025 AUDIT, CAPITAL ASSET SCHEDULE	801.020 · Auditor	-56.25	56.25
TOTAL						-56.25	56.25
Bill...	30218	03/05/2026	TIFFANY'S GARDEN L...	2025/26 - SNOW REMOVAL CONTRACT - INV ...	001.001 · CSB/Operations Chec...		-1,245.00
Bill	100866	03/04/2026		2026 - FEB - SNOW AND SALT - 02/02 - 03/01	803.612 · Snow	-1,245.00	1,245.00
TOTAL						-1,245.00	1,245.00

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Bill...	30219	03/05/2026	WILDESIGN, LLC.	1108 - MLW26 - PRINT MATERIALS	001.001 - CSB/Operations Chec...		-1,170.00
Bill	1008	03/04/2026	MLW26 - PRINT MATERIALS		880.521 - Graphic Design Services	-1,170.00	1,170.00
TOTAL						-1,170.00	1,170.00
Bill...	30220	03/05/2026	Great Lakes Ace Hard...		001.001 - CSB/Operations Chec...		-17.52
Bill	19310/154	03/03/2026	FLEX COUPLING		884.602 - Technology Programs -...	-8.16	9.49
Bill	19347/154	03/04/2026	HARDWARE FOR THE FRIENDS CART REPAIR		727.000 - Supplies	-9.36	9.36
TOTAL						-17.52	18.85
Bill...	30221	03/06/2026	KNIGHT TECHNOLOG...	2026 - JAN - DATTO CLOUD BACKUP - DISA...	001.001 - CSB/Operations Chec...		-1,100.00
Bill	27880	03/06/2026	2026 JAN - DATTO CLOUD BACKUP - DISAST...		803.390 - Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill...	30222	03/18/2026	Ingram Library Services	93972754	001.001 - CSB/Operations Chec...		-85.98
Bill	93972754	03/17/2026	Storytime Collection		884.240 - Storytime Collection	-85.98	143.80
TOTAL						-85.98	143.80
Bill...	30223	03/18/2026	Ingram Library Services		001.001 - CSB/Operations Chec...		-1,593.34
Bill	93972755	03/17/2026	Youth Print General		982.760 - Youth Print General	-42.08	42.08
Bill	94186602	03/17/2026	Adult Large Print		982.710 - Adult Large Print	-23.14	23.14
Bill	94186597	03/17/2026	Adult Print General		982.720 - Adult Print General	-20.39	20.39
Bill	94186595	03/17/2026	Adult Print General		982.720 - Adult Print General	-19.74	19.74
Bill	94186596	03/17/2026	Adult Large Print		982.710 - Adult Large Print	-24.71	24.71
Bill	94186605	03/17/2026	Adult Print General		982.720 - Adult Print General	-16.49	16.49
Bill	94186603	03/17/2026	Adult Print General		982.720 - Adult Print General	-15.66	15.66
Bill	94186604	03/17/2026	Adult Print General		982.720 - Adult Print General	-17.58	17.58
Bill	94186610	03/17/2026	Adult Large Print		982.710 - Adult Large Print	-68.41	68.41
Bill	94186614	03/17/2026	Adult Print General		982.720 - Adult Print General	-16.71	16.71
Bill	94186609	03/17/2026	Adult Print General		982.720 - Adult Print General	-15.42	15.42
Bill	94186620	03/17/2026	Adult Print General		982.720 - Adult Print General	-49.66	49.66
Bill	94186612	03/17/2026	Adult Print General		982.720 - Adult Print General	-23.75	23.75
Bill	94186613	03/17/2026	Adult Print General		982.720 - Adult Print General	-16.17	16.17
Bill	94186611	03/17/2026	Adult Print General		982.720 - Adult Print General	-12.59	12.59
Bill	94254809	03/17/2026	Multiple Book Copies		982.740 - Multiple Book Copies	-74.50	74.50
Bill	94254804	03/17/2026	Adult Print General		982.720 - Adult Print General	-64.34	64.34
Bill	94254802	03/17/2026	Adult Print General		982.720 - Adult Print General	-14.45	14.45

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Bill	94254803	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	94254807	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-34.50	34.50
Bill	97274706	03/17/2026	· Adult Ref.	· Adult Ref.	982.730 · Adult Ref.	-65.05	65.05
Bill	94274709	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-59.99	59.99
Bill	94274708	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-42.07	42.07
Bill	97274707	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-28.04	28.04
Bill	94331287	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.57	17.57
Bill	94331288	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	94331290	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94331297	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-32.88	32.88
Bill	94331293	03/17/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	94331298	03/17/2026	· Mobile CDL - Adult	· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.14	23.14
Bill	94331296	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-49.05	49.05
Bill	94331295	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.79	17.79
Bill	94331292	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	94331294	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-32.88	32.88
Bill	94331291	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94331301	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94331302	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-29.30	29.30
Bill	94471925	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-14.87	14.87
Bill	94471926	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-55.78	55.78
Bill	94471933	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-33.96	33.96
Bill	94471930	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-50.13	50.13
Bill	94471928	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-31.05	31.05
Bill	94471932	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-36.15	36.15
Bill	94471927	03/17/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-15.69	15.69
Bill	94471929	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	94471935	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-34.63	34.63
Bill	94542392	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-92.74	92.74
Bill	94542389	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94542390	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	94542388	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	94542390	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-14.17	14.17
Bill	94542385	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	94542386	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	94542387	03/17/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
TOTAL						-1,593.34	1,593.34
Bill...	30224	03/18/2026	Amazon Capital Servic...		001.001 · CSB/Operations Chec...		-675.26
Bill	19QG-D4LH-7PPG	03/10/2026	MISC SUPPLIES - COPY STOCK, CABLE TIES		880.320 · Misc Marketing Supplies	-27.58	27.58
Bill	1D3T-39FK-9KJL	03/12/2026	CHARGER, KEYBOARD, MOUSE		967.120 · Computers	-61.38	61.38
Bill	16K7-WC6M-RHV6	03/17/2026	DEMENTIA FIDGET DEVICES		884.126 · General Adult Programs	-17.98	17.98
Bill	16L4-YH67-CV3J	03/17/2026	DEMENTIA FIDGET DEVICES		884.126 · General Adult Programs	-127.46	127.46
Bill	1G67-7944-YNT9	03/17/2026	· Teen General Programs		884.272 · Teen General Programs	-39.53	39.53
Bill	1QNT-P4YV-LVPR	03/17/2026	· Makerspace Equipment Supplies		967.500 · Makerspace Equipment	-68.74	68.74
Bill	16VT-LRQF-4F36	03/18/2026	· Technology Programs - Supplies		884.602 · Technology Programs - ...	-263.47	263.47
Bill			· Makerspace Equipment Supplies		967.500 · Makerspace Equipment	-14.98	14.98
Bill			· Low Vision Center - equipment		982.445 · Low Vision Center	-34.47	34.47

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Bill	17KC-6PFV-CXYR	03/18/2026		Low Vision Center - equipment	982.445 · Low Vision Center	-19.67	44.32
TOTAL						-675.26	699.91
Bill...	30225	03/18/2026	A Production Cleaning...	16788 - CLEANING 03/01/26 - 03/14/26	001.001 · CSB/Operations Chec...		-1,750.00
Bill	16788	03/12/2026		CLEANING 03/01/26 - 03/14/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30226	03/18/2026	A T & T Mobility	ACCT 287286231198X - INV 03142026 - ISSUJ...	001.001 · CSB/Operations Chec...		-216.61
Bill	X03142026	03/17/2026		2026 - PUBLIC WIFI HOT SPOTS 03/07 - 04/06/...	850.311 · WiFi Hotspots	-216.61	216.61
TOTAL						-216.61	216.61
Bill...	30227	03/18/2026	ABSOPURE		001.001 · CSB/Operations Chec...		-70.38
Bill	85055474	03/12/2026		03/09/26 - BOTTLED WATER	727.100 · Supplies - General Op	-63.89	63.89
Bill	31852933	03/12/2026		03/04-03/31/26 - BOTTLED WATER COOLER R...	727.100 · Supplies - General Op	-6.49	6.49
TOTAL						-70.38	70.38
Bill...	30228	03/18/2026	ADOBE, INC.	VIP MEMBERSHIP # FE06C7FCC033962021...	001.001 · CSB/Operations Chec...		-3,325.68
Bill	SO# 260855146	03/10/2026		6527179BB02A12 - ACROBAT PRO (x4) SUB...	967.200 · Equipment Software	-911.52	911.52
				65271418V02V12 - CREATIVE CLOUD (x6) A...	967.200 · Equipment Software	-2,414.16	2,414.16
TOTAL						-3,325.68	3,325.68
Bill...	30229	03/18/2026	American Library Asso...	2026 - CATHERINE SOSSI Membership #2268...	001.001 · CSB/Operations Chec...		-125.00
Bill	2268089 - 2026	03/17/2026		CATHERINE SOSSI Membership #2268089 - 06...	969.320 · Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill...	30230	03/18/2026	AUTHORS UNBOUND	#9044 - 04/17/2027 KATE QUIN, DEPOSIT \$85...	001.001 · CSB/Operations Chec...		-9,357.00
Bill	9044	03/06/2026		2027 - MLW 2026 - KATE QUINN - 884.111 #90...	123.002 · Prepaid Payments	-8,500.00	8,500.00
Bill	9107	03/17/2026		AIC26 - NATALIE LLOYD - TRAVEL PAYMENT	884.211 · Authors in Chelsea	-857.00	857.00
TOTAL						-9,357.00	9,357.00
Bill...	30231	03/18/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 03/20/26	001.001 · CSB/Operations Chec...		-961.54

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Bill	260320	03/17/2026		2026 - BOOKKEEPING TO 03/20/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30232	03/18/2026	BEAN, MARIA	CARDIO DRUMMING, 03/17	001.001 · CSB/Operations Chec...		-300.00
Bill	26-0801 LEB	03/18/2026		03/147 - CARDIO DRUMMING	884.119 · General/Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill...	30233	03/18/2026	Blue Care Network of ...	2026 - GROUP 00277068 SUBGROUP 0002 - C...	001.001 · CSB/Operations Chec...		-5,560.90
Bill	260690060380	03/12/2026		APR HEALTH INSURANCE COVERAGE, 04/...	710.200 · Per Svcs-Fringe Flex Ben	-5,560.90	5,560.90
TOTAL						-5,560.90	5,560.90
Bill...	30234	03/18/2026	BOONE AND DARR	INVOICE 7687, CUST 20068	001.001 · CSB/Operations Chec...		-180.00
Bill	07687	03/12/2026		FAMILY BATH TOILET LEAK	803.010 · Maint Svc Contingency	-180.00	180.00
TOTAL						-180.00	180.00
Bill...	30235	03/18/2026	Chelsea Update	2026 - SPONSORSHIP, 1ST QTR ADVERTISING	001.001 · CSB/Operations Chec...		-940.00
Bill	26-4193-VK	03/18/2026		SPONSORSHIP 1ST QTR MEDIA BUY	880.140 · Sponsorships 880.110 · Media Buy	-500.00 -440.00	500.00 440.00
TOTAL						-940.00	940.00
Bill...	30236	03/18/2026	City of Chelsea	INV 22433, CUST ID 150	001.001 · CSB/Operations Chec...		-40.00
Bill	22433	03/12/2026		FEB TRASH	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill...	30237	03/18/2026	City of Chelsea-Elect ...	2026 - FEB - 01/30 - 02/27/2026 - UTILITIES: E...	001.001 · CSB/Operations Chec...		-4,739.74
Bill	20260305	03/10/2026		2026 -WATER - FEB - 01/30 - 02/27/2026 2026 - SEWER - FEB - 01/30 - 02/27/2026 2026 - ELECTRICITY - FEB - 01/30 - 02/27/2026 2026 - MoBee/GARAGE - FEB - 01/30 - 02/27/2... 2026 - SPRINKLER - FEB - 01/30 - 02/27/2026	920.110 · City of Chelsea Water 920.120 · City of Chelsea Sewer 920.130 · City of Chelsea Electric 920.131 · MoBee - Garage electri... 920.150 · City of Chelsea Sprinkler	-72.55 -152.56 -4,376.02 -111.14 -27.47	72.55 152.56 4,376.02 111.14 27.47

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TOTAL						-4,739.74	4,739.74
Bill...	30238	03/18/2026	COMFORT, STACEY	REIMBURSEMENT - SWAG BAGS	001.001 · CSB/Operations Chec...		-87.87
Bill	26-1102 SC	03/17/2026		REIMBURSEMENT - AGRICOLE SWAG BAGS	884.921 · Youth Prog Rest Gifts...	-87.87	87.87
TOTAL						-87.87	87.87
Bill...	30239	03/18/2026	Constellation NewEne...	INV 4537760 - ACCT BG-303066 - FEB 01/22/2...	001.001 · CSB/Operations Chec...		-1,915.66
Bill	4537760	03/12/2026		FEB 01/22/26 - 02/18/26	920.200 · Natural Gas Utilities	-1,915.66	1,915.66
TOTAL						-1,915.66	1,915.66
Bill...	30240	03/18/2026	Foster Swift Collins & ...		001.001 · CSB/Operations Chec...		-213.60
Bill	935881	03/10/2026		EMP POLICIES & PATRON ISSUE	801.010 · Attorney	-80.10	80.10
Bill	936110	03/12/2026		TRAVEL RISK ISSUES	801.010 · Attorney	-133.50	133.50
TOTAL						-213.60	213.60
Bill...	30241	03/18/2026	IMAGE SUPPLY	CUST # 103122729700 INV 476200	001.001 · CSB/Operations Chec...		-583.75
Bill	476200	03/06/2026		EPSON TAPE - BLK/YLW, BLKWHT TAPE	728.300 · Supplies-Matl Proc Other	-583.75	583.75
TOTAL						-583.75	583.75
Bill...	30242	03/18/2026	Johnson Controls Buil...	ACCT 1348743 - 1-137357648341 - REPAIRS	001.001 · CSB/Operations Chec...		-2,735.12
Bill	1-137357648341	03/12/2026		2 CW COUPLINGS, 1 HWP COUPLING REPAI...	803.010 · Maint Svc Contingency	-2,735.12	2,735.12
TOTAL						-2,735.12	2,735.12
Bill...	30243	03/18/2026	KeyBank	A/C Ending3195 02/10 - 03/09/26 DUE ...	001.001 · CSB/Operations Chec...		-5,655.89
Bill	20260406	03/18/2026		CHELSEA WELLNESS - DEC HEALTH STIPEN...	969.620 · Staff In-Service & Appli...	-161.29	204.11
				POSITIVE PROMOTIONS - NATIONAL VOLUN...	885.200 · Supplies	-198.48	251.16
				ASSOC OF BOOKMOBILE - MEMBERSHIP, IN...	969.590 · Institutional Membershi...	-106.68	135.00
				4 ALL PROMOS - DOG PARK, BRANDED TICK...	880.436 · Mobile Promotions	-399.73	505.83
				AM BUTTON MACHINES - BUTTON MAKING S...	880.320 · Misc Marketing Supplies	-72.98	92.35
				NINA HEARST PHOTOGRAPHY - AIC26 PHOT...	880.522 · Photography Services	-513.66	650.00
				META - RESOURCE FAIR - MEDIA BUY	880.110 · Media Buy	-9.20	11.94
				4IMPRINT - NOTEBOOK SETS	880.412 · Midwest Literary Walk	-481.92	609.83
				META, FB - DEMENTIA FRIENDLY CHELSEA ...	880.110 · Media Buy	-28.45	36.00
				ELM-USA - ECO SMART SHIPPING BOX	728.400 · Supplies-Repairs	-61.08	77.30

Chelsea District Library
 Monthly Check Register
 March 2026

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
			PYN, ELEGOO US - 3D PRINTER RESIN (FTF ...		884.602 · Technology Programs -...	-69.34	87.75
			M-LIVE MEDIA GROUP · ANN ARBOR NEWS - ...		982.620 · Daily Newspapers	-246.14	311.48
			ALA - WEBINAR ON YOUTH AND AI		969.610 · Workshops	-63.30	80.10
			CHELSEA SCHOOL DISTRICT - RENTAL OF A...		884.228 · Authors in Chelsea	-213.37	270.00
			WATERSTONES - T.M.LOGAN BOOK PRE-OR...		982.720 · Adult Print General	-33.29	42.13
			COTTAGE INN - FEB P&P		884.276 · Teen Event Supplies	-21.86	27.66
			TST COMMON GRILL - STAFF IN-SERVICE P...		969.620 · Staff In-Service & Appr...	-158.05	200.00
			WEBERS - MLW26 SPEAKER, CHRIS LATRAY...		884.911 · Adult Prog Rest Gifts M...	-692.28	876.03
			WEBERS - AIC SPEAKER, ASHLEY WOLFF		884.211 · Authors in Chelsea	-155.77	197.12
			CUSTOM MADE BETTER - ACRYLIC FOR IE		884.226 · Summer Reading	-112.11	141.87
			NINTENDO NA - ALL STAR BUNDLE		884.272 · Teen General Programs	-11.72	14.83
			NINTENDO NA - SPEED RUNNERS BUNDLE		884.272 · Teen General Programs	-5.64	7.14
			WEBERS - AIC26, NATALIE LLOYD, ACCOMO...		884.211 · Authors in Chelsea	-155.77	197.12
			MDC MAGNOLIA JOURNAL MS - QUARTERLY...		982.630 · Magazines	-22.92	29.00
			THE POTTING SHED - SWAG BAGS		884.921 · Youth Prog Rest Gifts ...	-62.82	79.50
			XIBO SIGNAGE - CLOUD CMS ACCOUNT (FTF ...		967.200 · Equipment Software	-167.13	211.50
			LOS TRES AMIGOS - MTG TO DISCUSS BUD...		969.620 · Staff In-Service & Appr...	-24.41	30.88
			CLEARY'S - 90-DAY REVIEW, LEFFLER, BALL...		969.620 · Staff In-Service & Appr...	-70.39	89.07
			BUSCH'S - IN-SERVICE SUPPLIES		969.620 · Staff In-Service & Appr...	-33.61	42.53
			GRATEFUL CROW - STAFF IN-SERVICE PREP		969.620 · Staff In-Service & Appr...	-53.46	67.66
			WHOLE FOODS - IN-SERVICE SUPPLIES		969.620 · Staff In-Service & Appr...	-81.07	102.58
			PANAREA - IN-SERVICE SUPPLIES		969.620 · Staff In-Service & Appr...	-124.22	157.20
			WHOLE FOODS - CUPPA CONVERSATION S...		960.200 · Director Expense	-16.96	21.46
			BUSCH'S - CUPPA CONVERSATION SUPPLIES		960.200 · Director Expense	-11.04	13.98
			BUSCH'S - EMPLOYEE APPRECIATION SUPP...		969.620 · Staff In-Service & Appr...	-38.66	48.91
			ZOHO - ZOHO ASSIST SOFTWARE		967.200 · Equipment Software	-284.49	360.00
			ZOOM - VIDEO CONFERENCING SOFTWARE		967.200 · Equipment Software	-31.22	39.50
			ADOBE - LICENSE FOR CREATIVE CLOUD - ...		967.200 · Equipment Software	-653.28	826.67
			PYN - FOREIGN TRANSACTION FEE (FTF) - HK		884.602 · Technology Programs -...	-2.08	2.63
			WATERSTONE - FOREIGN TRANSACTION FE...		982.705 · Adult Print	-1.00	1.26
			XIBO SIGNAGE - FOREIGN TRANSACTION FE...		967.200 · Equipment Software	-5.02	6.35
TOTAL						-5,655.89	7,157.13

Bill...	30244	03/18/2026	Midwest Tape	001.001 · CSB/Operations Chec...	-634.95
Bill	508523667	03/17/2026	DEC-MAR CDs	982.420 · Music on CD	-35.97
Bill	508523669	03/18/2026	MAR FEATURE DVDS	982.420 · Music on CD	-358.36
Bill	508524790	03/18/2026	FEB - ADULT FEATURE DVDS	982.460 · DVD Feature	-53.97
Bill	508524791	03/18/2026	NON-FICTION DVD TITLES	982.470 · DVD Non-Fiction	-186.65
TOTAL					-634.95

Bill...	30245	03/18/2026	Milford Public Library	001.001 · CSB/Operations Chec...	-24.00
Bill	39058002436387	03/17/2026	LOST ITEM	982.720 · Adult Print General	-24.00
TOTAL					-24.00

Chelsea District Library
 Monthly Check Register
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-24.00	24.00
Bill...	30246	03/18/2026	OverDrive	CUST # 1576-1014, INV CD0157626070908, E...	001.001 · CSB/Operations Chec...		-46,600.00
Bill	CD0157626070908	03/10/2026	LIBBY EBOOKS & AUDIOBOOK - ALL AGES	982.412 · EBooks/Overdrive Adva...	982.412 · eBooks / Schools	-43,000.00	43,000.00
TOTAL						-46,600.00	46,600.00
Bill...	30247	03/18/2026	Powers, Shannon H	REIMBURSEMENT - AIC SUPPLIES \$	001.001 · CSB/Operations Chec...		-38.14
Bill	26-0215 SP	03/17/2026	REIMBURSEMENT - AIC SUPPLIES \$	894.228 · Authors in Chelsea		-38.14	38.14
TOTAL						-38.14	38.14
Bill...	30248	03/18/2026	Print-Tech Inc.	282197	001.001 · CSB/Operations Chec...		-669.80
Bill	282197	03/12/2026	MLW26 - PROMOTIONAL MATERIALS	880.412 · Midwest Literary Walk		-669.80	669.80
TOTAL						-669.80	669.80
Bill...	30249	03/18/2026	SMART BUSINESS SO...		001.001 · CSB/Operations Chec...		-153.70
Bill	WO-284623-1	03/18/2026	GENERAL SUPPLIES	727.100 · Supplies - General Op		-51.40	51.40
Bill	WO-284623-2	03/18/2026	GENERAL SUPPLIES	727.100 · Supplies - General Op		-102.30	102.30
TOTAL						-153.70	153.70
Bill...	30250	03/18/2026	Unique Management S...	2026 - 6152199 CLIENT # 1954 - COLLECTION...	001.001 · CSB/Operations Chec...		-71.60
Bill	6152199	03/10/2026	2026 FEB - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees		-71.60	71.60
TOTAL						-71.60	71.60
Bill...	30251	03/18/2026	Verizon Wireless	INV 6137172011 - ACCT 442038695-00001 - 0...	001.001 · CSB/Operations Chec...		-685.65
Bill	6137172011	03/12/2026	HOT SPOTS - 01/29 - 02/28/26 PG 3 (03/01 - 0...	850.311 · WiFi Hotspots		-514.35	514.35
			IT CELL PHONE - 01/29 - 02/28/26 PG 3 (03/0...	850.121 · IT Cell Phone		-40.01	40.01
			MOBEE WIFI + HOTSPOT 01/29 - 02/28/26 PG...	850.310 · Internet		-131.29	131.29
TOTAL						-685.65	685.65
Bill...	30252	03/18/2026	YEO & YEO	INV 629524- CLIENT - 081130350 - 2025 AUDI...	001.001 · CSB/Operations Chec...		-18,000.00

Chelsea District Library
 Monthly Check Register

March 2026

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	629524	03/10/2026		BILLING FOR AUDIT FYE 12/31/2025	801.020 · Auditor	-18,000.00	18,000.00
TOTAL						-18,000.00	18,000.00
Bill...	30253	03/18/2026	MEADOWBROOK ME...	INV 1268	001.001 · CSB/Operations Chec...		-195.00
Bill	1268	03/18/2026		MLW26 - SPRING 2026, TOWN PAGES	880.110 · Media Buy	-195.00	195.00
TOTAL						-195.00	195.00
Bill...	30254	03/18/2026	The Library Store, Inc.	6092169, CUST # 593594	001.001 · CSB/Operations Chec...		-921.26
Bill	6092169	03/18/2026		YOUTH BOOKCART - OUTREACH	967.330 · Equipment - non-Comp...	-921.26	921.26
TOTAL						-921.26	921.26
Bill...	30255	03/31/2026	All Around 4-H Club	12/13/2014 Hoppin' Holidays - this is a reissu...	001.001 · CSB/Operations Chec...		-100.00
Bill	12132014HH	03/31/2026		Hoppin' Holidays Event	884.272 · Teen General Programs	-100.00	100.00
TOTAL						-100.00	100.00

Chelsea District Library Donation and Restricted

January through December 2026

	Jan - Dec 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	0	230	(230)
674.101 · Designated Youth Collection	0	50	(50)
674.110 · Designated Adult Programming	0	6,250	(6,250)
674.111 · Designated Youth Programming	0	5,500	(5,500)
674.112 · Designated Music Focus Programs	500	2,500	(2,000)
674.113 · Designated Exhibits Programming	0	2,000	(2,000)
674.120 · Undesignated Donation	2,000	6,825	(4,825)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	0	750	(750)
Total 674.000 · Revenue Contribution & Donation	2,500	27,105	(24,605)
Total Income	2,500	27,105	(24,605)
Gross Profit	2,500	27,105	(24,605)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WiFi Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	265	2,000	(1,735)
Total 884.211 · Authors in Chelsea	265	2,000	(1,735)
Total 884.210 · Youth Speakers	265	2,000	(1,735)
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
884.962 · Music in the Air - Restricted	0	1,000	(1,000)
Total 884.400 · Music Focus	0	3,000	(3,000)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	876	2,000	(1,124)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,750	(1,750)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	876	4,500	(3,624)
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	0	3,250	(3,250)
Total 884.920 · Youth Programming Restricted	0	3,500	(3,500)
Total 884.000 · Programming	2,141	14,000	(11,859)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	128	750	(622)
Total 969.600 · Staff Training, In-Service	128	750	(622)
Total 969.000 · CE, Staff Development & Travel	128	750	(622)
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	230	(230)
982.920 · Youth Collection Restricted	0	50	(50)
Total 982.000 · Collection Expense	0	280	(280)
Total Expense	2,269	18,030	(15,761)
Net Ordinary Income	231	9,075	(8,844)
Net Income	231	9,075	(8,844)

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

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Income																
402.000 - District Revenue	1,242,827	608,893	501,123	0	0	0	0	0	0	0	0	0	2,352,843	2,516,825	(163,982)	93%
540.000 - State Aid	0	0	78,197	0	0	0	0	0	0	0	0	0	78,197	67,700	10,497	116%
569.000 - State Grants - Other	0	0	2,260	0	0	0	0	0	0	0	0	0	2,260	0	(8,000)	0%
574.100 - Penal Fines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(2,141)	46%
645.100 - Copiers & Printers	0	494	1,365	0	0	0	0	0	0	0	0	0	1,859	4,000	(614)	85%
657.100 - Non-Resident Fees	0	125	3,261	0	0	0	0	0	0	0	0	0	3,386	4,000	(385)	82%
657.200 - ILL Fees/Collection Agency Rec	0	0	615	0	0	0	0	0	0	0	0	0	615	1,000	(385)	62%
665.000 - Bank Interest	75	61	77	0	0	0	0	0	0	0	0	0	213	0	(48,097)	31%
665.100 - Investment Gains/Losses	4,746	11,656	5,501	0	0	0	0	0	0	0	0	0	21,903	70,000	(48,097)	31%
669.000 - Investment Value Change	(785)	319	(2,339)	0	0	0	0	0	0	0	0	0	(2,305)	0	(2,305)	0%
671.000 - Misc Income & Refunds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
674.000 - Revenue Contribution & Donation	1,400	1,050	50	0	0	0	0	0	0	0	0	0	2,500	27,105	(24,605)	9%
Total Income	1,248,263	622,598	590,110	0	0	0	0	0	0	0	0	0	2,460,971	2,698,630	(237,659)	91%
Gross Profit	1,248,263	622,598	590,110	0	0	0	0	0	0	0	0	0	2,460,971	2,698,630	(237,659)	91%
Expense																
701.000 - Personnel Svcs Control Acct	83,343	113,830	168,012	5,399	0	0	0	0	0	0	0	0	370,584	1,530,647	(1,160,063)	24%
727.000 - Supplies	1,173	281	2,388	178	0	0	0	0	0	0	0	0	4,020	24,350	(20,330)	17%
731.000 - Other Svc - Postage	0	0	643	0	0	0	0	0	0	0	0	0	643	900	(257)	71%
732.000 - Supplies-Maintenance	23	371	16	0	0	0	0	0	0	0	0	0	410	7,550	(7,140)	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	21,888	30	0	0	0	0	0	0	0	0	26,989	144,259	(117,270)	19%
802.000 - Admin-Fees & Misc Costs	55	39	578	42	0	0	0	0	0	0	0	0	714	1,540	(826)	46%
803.000 - Maintenance Service Contracts	19,199	9,819	17,262	15,708	0	0	0	0	0	0	0	0	61,988	188,337	(126,349)	33%
850.000 - Telecommunications	(3,554)	1,337	2,264	0	0	0	0	0	0	0	0	0	47	44,500	(44,463)	0%
880.000 - Promotional Materials	6,715	12,776	5,262	0	0	0	0	0	0	0	0	0	24,753	88,700	(63,947)	28%
884.000 - Programming	28,901	13,526	15,788	8,907	0	780	0	0	0	0	0	0	67,902	157,650	(89,748)	43%
885.000 - Volunteer	29	22	273	0	0	0	0	0	0	0	0	0	324	2,600	(2,276)	12%
920.000 - Utilities	0	6,563	6,655	0	0	0	0	0	0	0	0	0	13,208	80,850	(67,642)	16%
960.000 - Board & Director Expense	37	711	77	0	0	0	0	0	0	0	0	0	825	3,800	(2,975)	22%
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	4,249	0	0	0	0	0	0	0	0	7,292	26,513	(19,221)	28%
967.000 - Equipment	4,391	3,735	6,097	0	0	0	0	0	0	0	0	0	14,223	68,675	(54,452)	21%
969.000 - CE, Staff Development & Travel	1,616	3,239	351	0	0	0	0	0	0	0	0	0	5,206	27,435	(22,229)	19%
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	54,942	5,082	0	0	0	0	0	0	0	0	80,632	281,474	(200,842)	28%
Total Expense	153,175	195,086	305,537	39,595	0	780	0	0	0	0	0	0	694,173	2,853,160	(2,158,987)	24%
Net Ordinary Income	1,095,088	427,512	284,573	(39,595)	0	(780)	0	0	0	0	0	0	1,766,798	(154,530)	1,921,328	
Net Income	1,095,088	427,512	284,573	(39,595)	0	(780)	0	0	0	0	0	0	1,766,798	(154,530)	1,921,328	

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

	Jan - Dec 26	Jan - Dec 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue	2,352,842.51	2,383,692.14	-30,849.63	-1.29%
540.000 · State Aid	78,196.56	95,693.40	-17,496.84	-18.28%
569.000 · State Grants - Other	2,260.33	0.00	2,260.33	100.0%
574.100 · Penal Fines	0.00	12,034.27	-12,034.27	-100.0%
645.100 · Copiers & Printers	1,859.24	4,873.97	-3,014.73	-61.85%
657.100 · Non-Resident Fees	3,386.17	2,145.00	1,241.17	57.86%
657.200 · ILL Fees/Collection Agency Rec	615.00	540.00	75.00	13.89%
665.000 · Bank Interest	212.98	539.99	-327.01	-60.56%
665.100 · Investment Gains/Losses	21,903.52	104,268.40	-82,364.88	-78.99%
669.000 · Investment Value Change	-2,806.06	6,047.40	-8,853.46	-146.4%
670.000 · Change CFofSEMI Invest	0.00	6,046.00	-6,046.00	-100.0%
671.000 · Misc Income & Refunds	0.00	8,742.78	-8,742.78	-100.0%
674.000 · Revenue Contribution & Donation	2,500.00	69,534.68	-67,034.68	-96.41%
Total Income	2,460,970.25	2,694,158.03	-233,187.78	-8.66%
Gross Profit	2,460,970.25	2,694,158.03	-233,187.78	-8.66%
Expense				
701.000 · Personnel Svcs Control Acct	370,584.99	1,369,314.82	-998,729.83	-72.94%
727.000 · Supplies	4,020.92	14,089.17	-10,068.25	-71.46%
731.000 · Other Svc - Postage	643.04	923.08	-280.04	-30.34%
732.000 · Supplies-Maintenance	409.88	2,328.94	-1,919.06	-82.4%
758.000 · FUEL - DIESEL	69.40	327.12	-257.72	-78.79%
801.000 · Professional & Contractual Svcs	26,989.73	60,721.55	-33,731.82	-55.55%
802.000 · Admin-Fees & Misc Costs	713.48	940.11	-226.63	-24.11%
803.000 · Maintenance Service Contracts	61,987.80	155,682.69	-93,694.89	-60.18%
850.000 · Telecommunications	46.57	31,946.59	-31,900.02	-99.85%
880.000 · Promotional Materials	24,752.50	78,922.55	-54,170.05	-68.64%
884.000 · Programming	67,901.50	151,994.56	-84,093.06	-55.33%
885.000 · Volunteer	323.45	2,999.26	-2,675.81	-89.22%
920.000 · Utilities	13,208.42	75,947.75	-62,739.33	-82.61%
960.000 · Board & Director Expense	825.86	4,054.88	-3,229.02	-79.63%
965.000 · Automation Services	14,344.15	46,890.26	-32,546.11	-69.41%
966.000 · Insurance	7,292.00	25,116.00	-17,824.00	-70.97%
967.000 · Equipment	14,222.85	45,149.48	-30,926.63	-68.5%
969.000 · CE, Staff Development & Travel	5,204.88	24,399.52	-19,194.64	-78.67%
970.000 · Capital Expense 980.00	0.00	200,184.66	-200,184.66	-100.0%
982.000 · Collection Expense	80,631.34	248,776.18	-168,144.84	-67.59%
991.004 · Debt Principal - Leases GASB87	0.00	7,650.00	-7,650.00	-100.0%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	2,937.00	-2,937.00	-100.0%
994.000 · Debt Interest - GASB87	0.00	498.00	-498.00	-100.0%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	716.00	-716.00	-100.0%
Total Expense	694,172.76	2,552,510.17	-1,858,337.41	-72.8%
Net Ordinary Income	1,766,797.49	141,647.86	1,625,149.63	
Net Income	1,766,797.49	141,647.86	1,625,149.63	

Chelsea District Library
Profit & Loss Prev Year Comparison

Jan 1 - Mar 31, 2026 - 1st QTR

January through March 2026

	<u>Jan - Mar 26</u>	<u>Jan - Mar 25</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
402.000 · District Revenue	2,352,842.51	2,289,301.83	63,540.68	2.78%
540.000 · State Aid	78,196.56	86,821.82	-8,625.26	-9.93%
569.000 · State Grants - Other	2,260.33	0.00	2,260.33	100.0%
645.100 · Copiers & Printers	1,859.24	911.91	947.33	103.88%
657.100 · Non-Resident Fees	3,386.17	406.25	2,979.92	733.52%
657.200 · ILL Fees/Collection Agency Rec	615.00	30.00	585.00	1,950.0%
665.000 · Bank Interest	212.98	234.62	-21.64	-9.22%
665.100 · Investment Gains/Losses	21,903.52	30,818.96	-8,915.44	-28.93%
669.000 · Investment Value Change	-2,806.06	1,903.50	-4,709.56	-247.42%
671.000 · Misc Income & Refunds	0.00	3,750.00	-3,750.00	-100.0%
674.000 · Revenue Contribution & Donation	2,500.00	26,960.00	-24,460.00	-90.73%
Total Income	2,460,970.25	2,441,138.89	19,831.36	0.81%
Gross Profit	2,460,970.25	2,441,138.89	19,831.36	0.81%
Expense				
701.000 · Personnel Svcs Control Acct	365,185.58	284,063.06	81,122.52	28.56%
727.000 · Supplies	3,842.57	3,048.62	793.95	26.04%
731.000 · Other Svc - Postage	643.04	65.49	577.55	881.89%
732.000 · Supplies-Maintenance	409.88	1,473.53	-1,063.65	-72.18%
758.000 · FUEL - DIESEL	69.40	33.34	36.06	108.16%
801.000 · Professional & Contractual Svcs	26,959.73	8,614.45	18,345.28	212.96%
802.000 · Admin-Fees & Misc Costs	671.22	111.02	560.20	504.59%
803.000 · Maintenance Service Contracts	46,280.06	26,330.73	19,949.33	75.76%
850.000 · Telecommunications	46.57	4,360.20	-4,313.63	-98.93%
880.000 · Promotional Materials	24,752.50	26,210.89	-1,458.39	-5.56%
884.000 · Programming	58,214.95	74,318.49	-16,103.54	-21.67%
885.000 · Volunteer	323.45	63.89	259.56	406.26%
920.000 · Utilities	13,208.42	11,923.56	1,284.86	10.78%
960.000 · Board & Director Expense	825.86	489.88	335.98	68.58%
965.000 · Automation Services	14,344.15	13,592.29	751.86	5.53%
966.000 · Insurance	3,043.00	3,043.00	0.00	0.0%
967.000 · Equipment	14,222.85	11,384.06	2,838.79	24.94%
969.000 · CE, Staff Development & Travel	5,204.88	8,146.94	-2,942.06	-36.11%
970.000 · Capital Expense 980.00	0.00	133,129.00	-133,129.00	-100.0%
982.000 · Collection Expense	75,549.77	78,904.08	-3,354.31	-4.25%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	3,653.00	-3,653.00	-100.0%
Total Expense	653,797.88	692,959.52	-39,161.64	-5.65%
Net Ordinary Income	1,807,172.37	1,748,179.37	58,993.00	3.38%
Net Income	1,807,172.37	1,748,179.37	58,993.00	3.38%

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

March 31, 2026

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$354,146.31		\$293,192.10
Paypal Account	003.002	\$200.00	-\$60,954.21	\$200.00
Cash on Hand		<u>\$354,346.31</u>	<u>-\$60,954.21</u>	<u>\$293,392.10</u>

Ameriprise Account

MIMF - Interest and earnings	017.003	\$1,648,942.20	3,161.91	\$1,652,104.11
MIMF - Deposits and withdrawals	017.003	\$0.00	\$400,000.00	\$400,000.00
Fixed Income Fund	017.004	\$1,536,046.28	\$0.00	\$1,536,046.28
Investment Partners Total		<u>\$3,184,988.48</u>	<u>\$403,161.91</u>	<u>\$3,588,150.39</u>

Total General Fund

		<u>\$3,539,334.79</u>	<u>\$342,207.70</u>	<u>\$3,881,542.49</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	\$400,000.00	\$5,501.38	-\$2,339.47	\$0.00	\$3,184,988.48
04/30/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	\$3,588,150.39
05/31/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
06/30/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
07/31/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
08/31/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
09/30/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
10/31/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
11/30/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
12/31/26	\$3,588,150.39	\$0.00	\$0.00	\$0.00	\$0.00	
Balance YTD	\$2,069,052.93	\$1,500,000.00	\$21,903.52	-\$2,806.06	\$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 April 2026 board meeting**

Staff Announcements

Staff Work Anniversaries in April

- Head of Information Services Shannon Powers celebrates her ten-year anniversary on April 18
- Library Assistant Beth Easterwood marks 22 (!) years of service on April 26

Congratulations to you both on these momentous occasions!

Time Capsule

Join us on June 26 from 5:00–7:00pm for the opening of Chelsea's historic time capsule, originally buried in 1976 by Chelsea Bicentennial, Inc. as part of the community's celebration of America's Bicentennial. The capsule is buried on the library lawn and contains envelopes submitted by local families, intended to be claimed by their descendants fifty years later. In partnership with local government and organizations including the Chelsea Historical Society, the City, and the Chamber, we are actively working to locate participating families and spread the word ahead of this special occasion. The opening will be celebrated with a community gathering on the lawn as we uncover this unique piece of Chelsea history together.

Fun fact: Marissa Salvia, our Librarian Archivist, unearthed documents containing circulation statistics from 1976, among other treasures. We will share these with the public in the lead up to the opening.

Staff Suggestions Initiative

As a result of our annual all-staff inservice, we are launching a new staff idea initiative to encourage employees to share suggestions for improving library operations. Staff are invited to offer ideas on ways to improve the library and create an even more welcoming environment for visitors and staff.

The management team will review and discuss submitted suggestions, and we will document the progress of each idea through the review process. This initiative is intended to create a clear path for staff feedback while helping us capture and evaluate ideas to improve our library.

AI Training and Grant \$

During our annual in-service day, staff expressed interest in more AI training. As a result, we secured a \$1,000 grant from the Poynter Institute of Media Studies to support learning through their ALT+Ignite certificate program.

Thirty staff members completed the introductory course during an all-staff meeting on March 20, and nine went on to finish the full program, earning certificates. We also created an AI Literacy Poster Pack, which is now displayed in the library lobby.

Grant funds were used to encourage participation with breakfast and gift cards, and to cover printing costs for the poster materials.

Before we initiated the training, overall staff sentiment towards AI was negative, fearful, and suspicious. After the training, staff expressed feeling more comfortable considering AI and its impact on our library and the larger community. It helped tremendously to know the limitations of AI. Amongst those who completed the full course, the reaction was a sense of pride in working through the exercises and demystification around AI. I feel we now have the mindset to address AI throughout the workplace.

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 March 2026

1.1 Provide a welcoming place for all

- Met with several local residents to showcase their collections in library display cases (Glenna Jo Christen - Farmers Almanacs, Carol Kahn - future Kahn Women display, Hank Muir - Elections and Pogo)
- Hosted Jim Mangi's *A Disease Not a Disgrace* program for the public in dementia-friendly Chelsea initiative

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

- All staff participated in grant-funded alt+Ignite Poynter MediaWise short course on AI
- Shared book list of AI resources to weekly eNews subscribers
- Created AI literacy display with materials from alt+Ignite Poynter Mediawise

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

- Midwest Literary Walk featured in *Hometown Magazine*
- Head of Marketing and Outreach Virginia Krueger & the library featured in *Sun Times News* [Local Women Build Connections article](#)
- Staffed Library Connections Day at Chelsea Senior Center to connect members with library services and inform about resources for the sight-impaired
- Staffed Chelsea Senior Center's Chelsea Expo

2.1 Plan for staff succession & cultivate future library leaders

- Developed Assistant Director Succession Plan

2.2 Green the library

- Staff met with Harvest Solar to discuss possibility of panels on building

- 2.3 Improve data used to evaluate library services & communicate value
 - Implemented program evaluation project
- 3.1 Prepare a strategy for the 2029 millage
 - Virginia reached out to Bridgeport Consulting to help budget to organize a community needs survey in 2027
- 3.2 Explore the viability of expanding the library space
 - Staff in-service discussion about the possible expansion of library spaces

Out and About: Meetings/Activities Attended March 2026

- Rotary meetings – March 3, 10, 17 & 24
 - Walk to School Wednesday – March 4 Chelsea Expo - March 7
 - Friends board meeting – March 10
 - Chelsea Area Chamber Annual Meeting – March 11
 - Pre-chamber board meeting – March 24
 - Assembled meal kits for Faith in Action with Rotarians – March 25
 - Chelsea Area Chamber Board meeting – March 26
 - Time capsule meeting with Bill O'Reilly of Chelsea Historical Society
-

Chelsea District Library
Assistant Director's Report
March 2026

Facility

March was a bit more exciting than February due to someone driving down the sidewalk between CDL and Merkels late at night, and taking out part of our front planter retaining wall. Luckily no one was hurt and they had insurance that covered the repairs. I spent several hours getting information about our insurance coverage, as well as calling and meeting with companies to collect proposals for the repair. I finally chose Margolis, who not only had the best price but has performed well on several previous projects.

Johnson Controls was here to check on the air handler return fan which was not working. I tried the tricks I know but it was looking like it could be a fuse issue and I am not allowed to change fuses. 😊 JCI confirmed my suspicion and replaced the fuse. Said we must have experienced a power blip but I was not aware of one.

We have ordered more shelving for the adult collection to allow us to expand onto the very bottom shelves. The shelving will be titled up at an angle that will facilitate reading the titles better. We hope to have the shelving by early May.

Volunteers

In March we had 277 book sale hours and 53 non-book sale hours, for a total of 330 hours. As we move into spring/summer hours, we will see an increase in the non-book sale hours due to Summer Reading, Friends jewelry sale, etc.

HR

Marissa made the transition to Archivist Librarian at the end of the month and is already doing a great job. Hours were adjusted in the circulation department to cover the gap left by her absence, with two library assistants gladly increasing their hours.

Budget

The 2027 budget document was completed for our initial budget meeting at the end of the month, and I was surprised to find many of the lines filled in when I got back from Florida. We should be in good shape for our weekly discussions in April and our first meeting with the finance committee on May 5th.

Respectfully submitted,

Linda Ballard
Assistant Director

March Highlights

- March is Authors in Chelsea month! A wonderful time to be a librarian. Youth librarians escorted authors to Beach Middle School, South Meadows, and North Creek Elementary for visits with every student in First through Sixth Grade. In addition to the school visits, we hosted an evening program where families and kids could meet the authors and get books signed. At this event, a parent sought out library staff to tell us how impactful Sy Montgomery's school visit was for her dyslexic daughter. The goal of AIC is to create lifelong readers and writers; it was incredibly heartening to receive this feedback and know the event is making a difference.
- We partnered with the Chelsea State Bank in March to offer a teen financial literacy class, which was well attended.
- We made headway on Chelsea's and the library's goal of becoming a Dementia Friendly Community by offering one of Jim Mangi's programs, A Disease Not a Disgrace: A Caregiver's Dementia Journey
- An area Girl Scout Troup visited the library this month to learn more about library services and how to find great books.

Outreach and Meetings

- In March staff meet twice to begin planning for the semiquincentennial and the opening of the time capsule.
- Marissa Salvia and I attended the Chelsea Historical Society's board meeting to discuss the semiquincentennial
- Lori, Virginia, Stacey and I met to discuss Teen Showcase for fall of this year.
- Virginia and I met to review the summer newsletter layout.
- I stood in for Lori during Cuppa Conversations this month, chatting with patrons about book recommendations and library stats.

Program Attendance

Date	Name	In-Person	Live Virtual	Recorded Virtual	Kits
	Adult Program Attendance				
3/4/2026	Reading Glasses	7			
3/11/2026	Books and Banter	13			
3/12/2026	A Disease, Not a Disgrace: A Caregiver's Dementia Journey	17			

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

3/17/2026	Adult Cardio Drumming	14			
	<i>Adult Program Totals</i>	51			
	Early Literacy Program Attendance				
3/3/2026	Babytime	7			
3/5/2026	Toddler time	35			
3/6/2026	Preschool Storytime	5			
3/10/2026	Babytime	25			
3/12/2026	Toddler time	24			
3/13/2026	Yoga Storytime	36			
3/17/2026	Babytime	32			
3/19/2026	Toddler time	21			
3/20/2026	Preschool Storytime	18			
3/24/2026	Babytime	32			
3/26/2026	Toddler time	20			
3/27/2026	Preschool Storytime	18			
	<i>Early Literacy Program Totals</i>	273			
	Youth Program Attendance				
3/2/2026	Lego Club	11			
3/3/2026	The Rookery Chess Club	19			
3/3/2026	Tween Book Club	7			
3/10/2026	Authors in Chelsea @ SME	236			
3/10/2026	Authors in Chelsea @ NCE	151			
3/10/2026	Authors in Chelsea @ Beach	80			
3/10/2026	The Rookery Chess Club	13			
3/10/2026	AIC An Evening with the Authors	90			
3/11/2026	Authors in Chelsea @ SME	236			
3/11/2026	Authors in Chelsea @ NCE	154			
3/11/2026	Authors in Chelsea @ Beach	100			
3/20/2026	Read to Library Dogs	10			
3/23/2026	Girl Scouts research project	19			
	<i>Youth Program Totals</i>	1126			
	Teen Program Attendance				
3/6/2026	PWNED Teen Gaming Club	2			

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

3/10/2026	AIC Writing Workshop	15			
3/11/2026	AIC Writing Workshop	17			
3/17/2026	The Rookery Chess Club	10			
3/25/2026	Teen Money Mojo with Chelsea State Bank	13			
	<i>Teen Program Totals</i>	<i>57</i>			
	Outreach Program Attendance				
3/5/2026	St. Louis Center VR (adult)	1			
3/12/2026	Storytime @ ECC (youth)	36			
3/16/2026	CRC Book Club organizing (adult)	9			
3/16/2026	John Zainea class visit (youth)	18			
3/18/2026	Mobee AfterCare (youth)	50			
3/19/2026	Book Club @ Pines (adult)	7			
3/19/2026	St. Louis Center VR (adult)	1			
3/19/2026	BLANK the Librarian (youth)	197			
3/20/2026	Storytime @ Mudpies (youth)	33			
3/25/2026	Storytime @ ECC (youth)	5			
3/25/2026	Chelsea Senior Center Outreach Day (adult)	10			
	<i>Outreach Program Totals</i>	<i>367</i>			
	Walk to School Wednesdays				
3/4/2026	Walk to School Wednesdays	7			
3/11/2026	Walk to School Wednesdays	2			
3/18/2026	Walk to School Wednesdays	3			
3/25/2026	Walk to School Wednesdays	2			
	<i>WTSW Totals</i>	<i>14</i>			
	Mobee Visit Program Attendance				
3/2/2026	CRC Dancey Mobee Stop	1			
3/2/2026	Silver Maples Mobee Stop	3			
3/3/2026	The Pines Mobee Stop	8			
3/9/2026	CRC Dancey Mobee Stop	1			
3/9/2026	Silver Maples Mobee Stop	4			
3/10/2026	The Pines Mobee Stop	8			

3/16/2026	Silver Maples Mobee Stop	6		
3/16/2026	CRC Dancey Mobee Stop	0		
3/17/2026	The Pines Mobee Stop	8		
3/23/2026	CRC Dancey Mobee Stop	5		
3/23/2026	Silver Maples Mobee Stop	4		
3/24/2026	The Pines Mobee Stop	6		
3/30/2026	CRC Dancey Mobee Stop	2		
3/30/2026	Silver Maples Mobee Stop	4		
3/31/2026	The Pines Mobee Stop	5		
	<i>Mobee Totals</i>	59		

Ingenuity Engine

Program Stats

Date	Program	Attendance
3/14/2026	Be Ingenious Workshop	7

One-One Appointment Stats

Number of Visits	28
Number of Unique Users	33

Reference, Collections, Deliveries, and Other

Services	March 26
Reference Questions	1,578
CDL Delivers & Deposit Book Deliveries	17

- In March we received three Requests for Reconsideration concerning the titles *When Kids Say They're Trans*, *Lost in Trans Nation*, and *Irreversible Damage*. I formed staff

committees, scheduled dates for review meetings, and staff have begun reading the books in preparation.

March Board Report

By

Brandon Leffler

Tasks:

New printer installed for Librarian's office and in Tech services area.

Pulled another 200 hundred feet of Coax cable from ceiling runs.

Two-day Microsoft Azure virtual training.

Issues building two new linux servers, blocked by software packages I don't know how to set up/use.

Purchased access to online learning platform. To get caught up on new skill training.

- Linux administration
- advanced Windows server administration
- git & github software development
- Linux Networking

DATA SERVICES		JAN	FEB	MAR
48	Hotspot Devices Circulated	15	11	22
1119	Public Internet - Computer Sessions	377	367	375
0	Public Internet - Wireless Logins			
ONLINE SERVICES		JAN	FEB	MAR
0	Website Sessions			
0	Website Users			
6640	AUDIO Downloads Total	2304	2040	2296
0	-- Audio: Overdrive			
0	-- Audio: Hoopla			
2592	VIDEO Downloads Total	860	832	900
0	-- Video: Kanopy			
0	-- Video: Hoopla			
5338	EBook Downloads Total	1960	1608	1770
0	-- Ebook: Overdrive			
0	-- Ebook: Hoopla			
14570	TOTAL Downloads	5124	4480	4966

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

Marketing & Outreach Overview:



We hosted **Authors in Chelsea** in March to celebrate National Literacy Month. This is one of our biggest school outreach efforts each year. Three nationally recognized authors visited with students at North Creek, South Meadows, and Beach Middle School and convened for an evening event that was open to the public. Some of the reviews included:

“It was very cozy, very cool to be so up close and personal.”

“I enjoyed the tips provided by the authors. Such a great experience for our boys, to meet famous authors. We are a reading family. Inspirational.”

“What a lovely, positive, inspiring experience for the children in Chelsea! Thank you!”

“This was wonderful! What an amazing partnership you have with the school district. Your community is so very fortunate to have you! Thank you! Such lucky students, too!”

Outreach Overview:

We continued weekly bookmobile stops to Silver Maples, The Pines, and Dancey House at CRC. Being there weekly allows for greater personal connections with the residents and improves our ability to fill title requests.

Lori, Jan Carr, and I staffed the Chelsea Expo hosted by the Senior Center and promoted both the library and the Friends with Free Little Library offerings.

Technology Outreach:

Everett helped twelve patrons with technology needs in March. The range of issues include help with smart phones, Kindles, and more.

eNews Metrics:

We sent four weekly e-newsletters in March and three promotional emails to the Midwest Literary Walk audience. Both continue to exceed industry averages of open rates.

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
March	4	4,542	55.5%	16,442	8,831
Totals	13	4,542	Avg. 56.9%	53,038	29,023

Social Media Metrics:

Our social media performance increased dramatically with the use of paid promotion to highlight our efforts contributing to Chelsea's efforts at becoming a dementia-friendly community.

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
March	3,997	1,100	65,700	1,247	85	28,000

Google Advertising:

Google ads continue to contribute significantly to our website traffic.

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
March	\$10,053.49	11,018	1,228	17.5%	Cross Network Ads, Digital Media, Kanopy, Website Discovery, Overdrive

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
March	20	15	17	7	7	11	7	84
2026 Totals	101	95	55	23	28	87	113	502

Other miscellaneous duties:

- Staffed an Aftercare Mobee stop with Jessica and a Pines Mobee stop
- Contacted residents who were involved in time capsule burial to help plan for 250th events at the library
- Continued to research how to bring CDL digital footprint into WCAG 2.1 AA compliance
- Reviewed and edited content for Summer Newsletter
- Coordinated with CSD art teachers to photograph and select student art for summer newsletter cover.

April 1, 2026

Dear Virginia,

This morning I was thinking about all the ways I use our library.

I love to browse the exhibits. I learned new things about Johnny Cash, for example. And how fun to have an exhibit on aprons!

I bring my grandchildren. Sometimes to play and sometimes to select books for the pure pleasure of it. I even bring them when they have a school project, occasionally.

When I'm not sure what to read I will wander the stacks & pick a book because the spine sucks me in or the story line sounds fresh. That's how I discovered Philippa Gregory & *The Other Bolyen Girl*. I pulled *Ender's Game* off the shelf because my maiden name is Enderle. It's a genre I don't usually enjoy but I still became engrossed by these young people battling evil (a substantial oversimplification!). My husband & I were sucked into reading about the moose & wolves on Isle Royale.

In the last few years, I am much more likely to take advantage of online options. I'm a huge user (& fan) of Hoopla & Libby. I don't know how I'd manage my projects & tasks without an audiobook in the background. The same for frequent car travel. I find many Christian titles online. I'm so grateful I need not buy every story or reference book that interests me. Especially the occasional return, unfinished because the description sounded far better than the reality!

And I appreciate the opportunity to bring books I no longer need to the volunteer book sales, so others can have access.

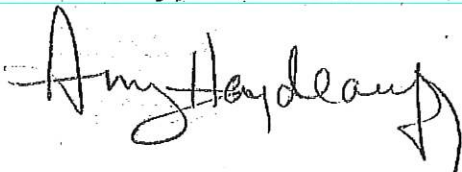
I know I don't take advantage of many of CDL's services. That makes them no less valuable. One day I may need them. And until that time, someone else is surely benefiting.

The voter approved millage suggests I am not the only who feels this way. While each of us may not believe you are meeting our every 'library' need, we recognize there are many things associated with CDL that serve us well.

Please share these thoughts with Lori and any others who might appreciate knowing CDL has many fans in our community.

Thank you for your specific efforts to keep me (& everyone) informed about our resources at CDL. Your work is professional, thoughtful, and effective.

Sincerely,

A handwritten signature in black ink that reads "Amy Haydeau". The signature is written in a cursive style with a large, looped initial "A".

Circulation Supervisor's Report March 2026

- Circulation 23684 in March
- Patron Count- 11548 for March
- Circulation by township- for March:
 - Dexter = 9% of total transactions
 - Lima = 11% of transactions
 - Lyndon =12% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 38% of transactions
- March Circulation: 85% were items from Chelsea and 15% were inter-loaned items.

Libby = 5046 Hoopla = 2074 Kanopy =309
- Registrations for March – 99 new cards; 7215 total card holders
*Dexter = 918 cards; Lima = 729 cards; Lyndon = 979 cards
*Sylvan = 1365 cards; Chelsea = 2640 cards; Nonresident = 584 cards
- Self-Check Machine for March - 1874 or 8% of total checkouts

March Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I did WTSW on 3/11 & 3/25.
- I attended the monthly Board meeting.
- We received 169 tubs from TLN in March, with 7.7 being the daily average.
- We processed 59 MeLCat items for other libraries, and received 83 items for our patrons.
- We had 1548 unique patrons use the library.
- Kim & Brandy celebrated their 2 year anniversary at CDL. I prepared & delivered their reviews.
- I began work on my lines of the 2027 library budget.

Respectfully submitted,

Amy Zoran
Head of Circulation

Chelsea District Library																		
Monthly New Registration 2026																		
District	NonRes	Other	Total	New Registrations by Municipality					Average Daily Door Count 2025									
				Grand Total	Chelsea	Dexter	Lima	Lyndon	Sylvan	MON	TUES	WED	THUR	FRI	SAT	SUN	Total	
JAN	72	16	89	7298	31	7	10	20	4	406	358.25	331	349.8	251.2	204	317.5	9803	
FEB	73	7	81	7316	26	7	7	12	21	448.5	385.5	406.75	279.25	336	218.25	306.25	9522	
MAR	89	5	99	7215	39	7	9	14	20	422.2	415.5	389.25	391.5	379.25	223.2	403.8	11548	
APR	0	0	0	0	0	0	0	0	0	0	76.4	69	69.25	57.5	14.5	0	1292	
MAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
JUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AUG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NOV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Totals	234	28	7	269	21829	96	21	26	46	45							32165	
													Monthly average					8041.25
													Transactions					
													Mar-26					20,427
													% Tot					
District	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026								
Chelsea	7837	7753	6361	6295	5135	5228	5931	6234	6746	6631	7703	38%						
Dexter	3040	3006	2478	2490	2070	2105	2355	2475	2666	2640	1804	9%						
Lima	1087	1101	884	874	697	710	820	862	928	918	2233	11%						
Lyndon	996	965	802	794	634	634	694	722	785	729	2354	12%						
Sylvan	1302	1255	1005	970	778	770	875	909	998	979	3688	18%						
NonRes	575	625	562	582	414	407	477	490	577	584								
Freedom	0	1	0	0	0	3	2	3	2	2	215	1%						
Sharon	107	112	104	105	88	89	94	92	100	89	591	3%						
Waterloo	249	268	252	245	195	186	211	215	240	226	736	4%						
Grass Lake	37	36	22	21	4	7	21	21	32	40	383	2%						
Other	182	192	184	211	127	122	149	159	203	227	720	4%						
Totals	8412	9689	6923	6877	5549	5635	6408	6724	7323	7215								

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	28001	23684	85%	4317	15%	26173	2489	30490	
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	7578	6384		1937		72518	8677	84455	
Month Avg	25259	21280	84%	3979	16%	24173	2892	28152	
Total Checkouts									
	Adult	Juvenile	Teen						
JAN	8771	8518	485						
FEB	7974	7929	427						
MAR	9542	10435	547						
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	26287	26882	1459						
Month Avg	8762	8961	486						

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

April 16, 2026, Board Packet

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

Accept March donations and changes to the 2026 FY Budget.

Daniel Manville

Non-Designated

<u>Income Line -</u>	<u>Expense Line</u>
674.120	884.412
	\$50.00

Sub Total: \$50.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$50.00

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 April 16, 2026 Board 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.

Action:

The Chelsea District Library Board of Trustees approves of the GASB and capital expense adjustments to the 2026 Budget.

Janice L. Carr, Board Secretary

Date

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

DISCUSSION ITEMS

Discussion Item # 1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 2026 Meeting

Board Proclamation

Background:

The library and the library board have been working on a proclamation to honor a longtime Chelsea community figure. The proclamation will be brought to the meeting.

Discussion Item # 2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet April 16, 2026 Meeting

Policies: 211 Borrower Registration, 510 Investment Policy, and 566 Electronic Transactions of Public Funds

Background:

Three policies, 211 Borrower Registration, 510 Investment Policy, and 566 Electronic Transactions of Public Funds have gone through the Policy Committee revision and are ready for the full board.

Chelsea District Library Policy & Procedure

Policy Section: 2. Circulation

Board Approval Date: November 18, 2003
Revised: 7/20/2004, 5/16/2006, 10/20/2015,
10/17/2017, 9/17/2024

Subject: 211 Borrower Registration

Background:

Chelsea District Library (CDL) is supported predominantly by local property tax revenues from residents of its service area. CDL service area is comprised of residents of the City of Chelsea, the townships of Lyndon and Sylvan, and the townships of Dexter and Lima not located within the Dexter Library District. Borrowing privileges are extended to residents of the service area with no additional fee, and to nonresidents for a fee, unless they fall into one of several pre-defined no-cost categories pursuant to Nonresident Fee Policy #240.

Policy:

1. All property owners and renters in the CDL service area are eligible for resident library cards. All members of the household are also eligible.
2. People who are employed in the Chelsea Library District, but who do not reside in the district, may get a library card at no cost if they provide the library with confirmation of employment on company letterhead signed and dated by their supervisor. A paper or digital paystub which provides the potential applicant's name and a current (within 30 days) date, as well as the business name is also acceptable.
3. Persons residing outside of the CDL service area (but not living or owning property in another TLN (The Library Network) area, may obtain a library card for an annual, semi-annual, or quarterly fee. In some cases, fees are waived. See Nonresident Fee Policy #240 for complete non-resident information.

Procedure:

1. To receive a library card, all applicants must complete a registration application, which requires picture ID. If the picture ID presented is not one of the options on the list below with a current address, the applicant must also provide proof of residency. The ID# is recorded on the patron record but used as a unique identifier. The completed application is the property of the library.

Other acceptable forms of picture ID (either digital or physical):

- Current government-issued identification card
- Current tribal identification card
- Current student identification card

Acceptable proof of residency documents (either digital or physical):

- Any current utility bill (electricity, gas, garbage, water, sewer, cable, internet, or telephone)
- Current bank/financial statement showing name and address of applicant – non-pertinent information may be redacted
- Current vehicle registration
- Current lease or rental agreement showing name and residence address
- Current property tax receipt or property deed

2. Parents or guardians may register their children under 18 for their own library card if the parent or guardian agrees to assume financial responsibilities for materials borrowed and any fines owed by the minor.

3. Library cards (or submission of card number) must be presented to check out items or to use library computers. Exceptions may be granted on a limited basis and at the discretion of the library staff, but only with acceptable picture ID.

4. Any person who knowingly provides falsified identification in applying for a library card is subject to revocation of their library card.

5. A resident's library card and its privileges are not transferable. The library card is subject to confiscation, and borrowing privileges may be revoked if misused.

6. Library cards are valid for one year. Renewal of a library card requires current proof of residency. Renewal for nonresident employers/employees also requires official reconfirmation of employment. Renewal for nonresidents requires payment of any outstanding fees at time of renewal. All existing fines & fees on the patrons and minor children's accounts must be paid off at the time of renewal.

7. As long as CDL is a member of the Southeast Michigan Library Cooperative/The Library Network (TLN), the library will support its policies and procedures. One of these policies is that a valid phone and/or email address is required for the application process.

Janice L Carr, Board Secretary

x/xx/xxx

Chelsea District Library Policy & Procedure

Policy Section: 5. Budget and Finance

Board Approval Date: July 20, 2004

Revised: 9/15/2009, 4/19/2016, x/xx/xxxx

Subject: 510 Investment Policy

Background:

In compliance with the Investment of Surplus Funds Act 1943 PA 20 (Act 20), Chelsea District Library (CDL), as a local unit of government, has developed this written Investment policy which includes certification of banks and a quarterly investment report.

Policy:

It is the policy of CDL to invest public funds in a manner which will provide the highest investment return with maximum security, while meeting the daily cash flow demands of CDL and conforming to all state statutes and library policies governing the investment of public funds.

Procedure:

This investment policy applies to the financial assets of CDL except for: (1) its employee deferred compensation funds which are organized and administered separately and (2) any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this policy, or imposes one or more conditions upon an investment listed in this policy. These funds are accounted for in the annual financial report and include, but are not limited to, the following:

- **General Fund**
- **Capital Improvement Fund**
- **Capital Reserve Fund**
- **Capital Campaign Fund**
- **Investment Services Fund**
- **Debt Service Fund**

Objectives:

Funds of CDL will be invested in accordance with Act 20, and in accordance with the following objectives in order of priority:

Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification:

The investments shall be diversified by specific maturity dates, individual financial institutions, or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity:

The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

Return on Investment:

The investment portfolio shall be designed with the objective of obtaining a positive rate of return throughout budgetary and economic cycles, considering the investment risk constraints and cash flow characteristics of the portfolio.

Delegation of Authority:

The treasurer has charge of the funds of CDL, and the board may delegate to the director the authority to manage investments and provide for their custody and investment, as required by law. Responsibility for the further development of the investment policy is hereby delegated to the director, who shall establish written procedures and internal controls for the operation of the investment program consistent with the investment policy.

Authorized Instruments:

In accordance with Act 20, the surplus funds of CDL may be invested as follows:

a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the board, by resolution, may authorize its director to invest the funds of the library in financial instruments in accordance with all the following conditions:

- 1) The funds are initially invested through a financial institution that is eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
- 2) The financial institution arranges for the investment of the funds in financial instruments in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of CDL.
- 3) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
- 4) The financial institution acts as custodian for CDL with respect to each financial instrument.
- 5) CDL may not be the majority investor in any financial institution.

c. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services, and that matures not more than 270 days after the date of purchase.

d. Obligations of the State of Michigan or any of its political subdivisions that, at the time of purchase, are rated as investment grade by not less than one standard rating service.

e. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by CDL. The authorization to invest in mutual funds includes securities, whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:

- 1) The purchase of securities on a when issued or delayed delivery basis.

- 2) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
- 3) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

f. Obligations described in (a) through (e) above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g. the MBIA Michigan CLASS program.

g. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

Safekeeping and Custody:

The depository for CDL funds shall be Chelsea State Bank, as stated in Board Resolution 97-4, "The Board hereby designates Chelsea State Bank as the official depository for library funds."

All security transactions, including financial institution deposits entered into by CDL, shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the director and evidenced by safekeeping receipts. Certificates may be held in a safe deposit box at Chelsea State Bank.

Prudence:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Reports:

The director may elect to have certificates and other evidence of investments held by a financial institution with sufficient documentation and acknowledgment of investments held on behalf of the library, as long as such documentation is provided on at least a quarterly basis. The director, through financial staff, shall provide a monthly report to the board concerning the investment of funds.

Conflict:

The treasurer shall comply with all statutes related to public fund investments. Any provision of this resolution in conflict with state law is void.

Janice L. Carr, Secretary

Date

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

