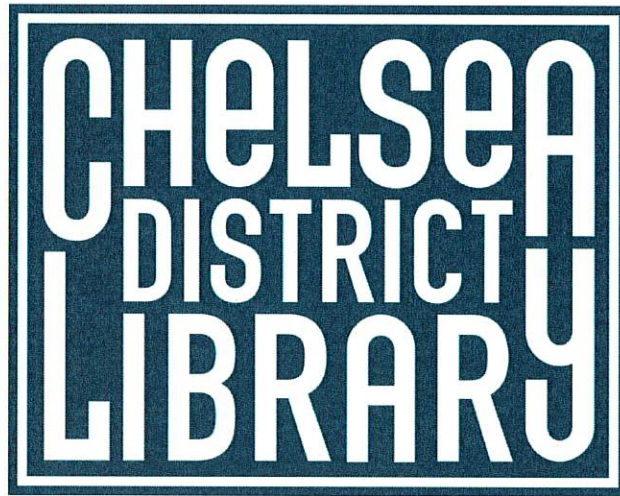


**Chelsea District Library  
Board of Trustees**

**Agenda and Information Packet**



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

**May 19, 2026  
9:00 am**

**McKune Room at Chelsea District  
Library**



**CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES**

**Tuesday, May 19, 2026—9:00 a.m.**

**McKune Room – Chelsea District Library**

**AGENDA**

**9:00 Board Meeting**

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

**9:05 Director's, Strategic Plan, and Friends Reports**

**9:10 Public Comment**

**9:15 Action Items**

1. Donations
2. 2025 Audit
3. Board Proclamation
4. Policies: 211 Borrower Registration and 510 Investment Policy

**9:20 Discussion Items**

1. Policy 566: Electronic Transactions of Public Funds Policy
2. Budget Adjustment: Moving \$ from 967.100 to 884.700

**9:30 Reports**

Policy Committee

Finance Committee

Director Oversight Committee

Governance Committee

Community Outreach Committee

**9:35 Communications**

**9:40 Adjournment**

### **Public Participation**

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

### **Public Participation at Open Meetings**

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

#### **There are two ways to participate in a Board meeting:**

- You may contact the Board President or Library Director at least five days in advance of the Board meeting to ask to be placed on the agenda. The Board President or Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the board.
- Without prior arrangement, you may address the Board during the agenda item listed as “Public Comment.”
  - Individuals who are addressing the Board at a Board meeting must state their name, where they live, and the name of the organization or group they are representing, if that is the case.
  - Multiple speakers on the same topic are encouraged to designate a single spokesperson to represent their group.
  - In order to establish responsible limitations to ensure that all individuals who desire to speak can do so in a timely manner, a time limit is imposed on each speaker, not to exceed three minutes. At the discretion of the President of the Board, a shorter time limit may be imposed in order to facilitate the participation of all those who wish to speak.
  - No member of the public may comment a second time until all those who wish to speak have been heard once.
- Signs, posters, banners, flags, and other forms of non-verbal expression must not disrupt or otherwise interfere with conducting Board business.

Board members may question speakers, but the Board will not enter into debate or conversation during the “Public Comment” portion of the meeting. In general, issues raised during public comment are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

Revised July 16, 2024

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

Thursday, April 16, 2026 6:45 p.m.  
Meeting Location: McKune Room

**Trustees in Attendance:** A. Fox, B. Swistock, J. Carr, TJ Helfferich, C. Sandler, & P. Garcia.

**Trustees Absent:** W. Reinhardt

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

**Guests:** Holly Kimball, Chet Pierce, Brian Bieber, Rob Long, Carolyn Stilwell, Joe Ziolkowski, Daphne Hodder, Anne Mann, & Susan Lackey.

**Welcome and Call to Order**

A. Fox called the meeting to order at 6:45 p.m.

**Consent Agenda**

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the Consent Agenda with the March minutes and financials. Discussion: None

All Ayes: 6-0

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by C. Sandler to approve the agenda, as amended. Discussion: J. Carr asked to remove Policy 566 from Discussion Item #2, as it is not ready, yet.

All Ayes: 6-0

**Presentation: Yeo & Yeo 2025 Audit (Alan Panter & Sierra Roy)**

Alan talked about the general audit process and thanked Kerry, Chris, and Lori for their assistance with providing materials and making sure that the library was properly prepared.

- Noted that it was a "clean" audit, which reflects positively on the library management and board.

- The audit is an overview of financial statements and the Chelsea District Library is receiving an Unmodified Opinion, which is the best audit opinion an institution can receive.

Sierra then went over a power-point demonstration on:

1. Balance Sheet
2. Statement of Revenues, Expenditures, and Changes in Fund Balance
  - Noted that both revenue and expenditure have decreased since the building debt has been paid off.
3. Governance Letter

**Presentation: Patron Holly Kimball (by request granted by Board)**

Kimball shared her views on the library's millage. She passed out a handout to the trustees that highlighted 5 key considerations and she spoke about each.

**Director's Report Update:**

L. Coryell update:

- The Midwest Literary Walk, the library's signature annual program, is this Saturday and will begin this year with a special program at the Purple Rose Theater.
- Authors in Chelsea was an overwhelming success and the authors spent time with all of Chelsea's elementary students.
- Highlighted a patron letter behind Virginia's Marketing Report that spoke of the value of the library to the community.
- There were 99 new library card signups in March.

**Friends Report Update:**

- The annual Staff-Appreciation Luncheon is coming up on April 24.
- There have been lots of jewelry and purses donations, given for the Friends' annual sale.
- The April used book sale generated \$900.
- Friends President Dayle Wright and Book Sale Coordinator Jan Carr attended the Michigan Friends of Library meeting.

**Public Comment:** Joe (Lyndon Township), Chet (Lyndon Township), Daphne (City of Chelsea), Susan (Sylvan Township), and Carolyn (City of Chelsea) spoke about the impact and importance of the library on the community and how they feel the millage is perfectly placed.

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by Bob Swistock to approve the March donation. Discussion: None

All Ayes 6-0

**Action Item #2: Budget Adjustments**

MOTION made by C. Sandler, SECONDED by P. Garcia to approve the adjustments to the 2026 Budget, so that we will comply with GASB law and our own capital expense policy. Discussion: None

All Ayes 6-0

**Discussion Item #1: Board Proclamation**

This is a repeat Discussion Item and a draft of the proclamation was distributed for the Board to review.

**Discussion Item #2: 211 Borrower Registration and 510 Investment Policy**

J. Carr went over the revisions to each policy. Policy 211 needed wording making it consistent with policy 240, which it references; the Board asked for procedure 6 and 7 to be further clarified.

**Committee Reports:**

**Policy Committee** –

**Finance Committee** –

**Director Oversight Committee** – TJ Helfferich announced that she we be convening a meeting on succession plans in the near future.

**Governance Committee** –

**Community Outreach Committee** – P. Garcia shared that she presented about Stories of Chelsea at the Lima Township meeting and that we now have an archivist at CDL. It was then shared with her that Lima Township has a very detailed quilt that maps the area and that patrons were wondering if it could be archived in some way?

**Communications:** None

**Adjournment:**

MOTION made by TJ Helfferich, SECONDED by P. Garcia to adjourn the meeting at 7:38 p.m.

All Ayes, 6-0

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date

DRAFT

# **FINANCE REPORTS**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, revenue, and expense accounts, and how they are used to record and summarize financial transactions.

The fourth part of the document covers the process of journalizing and posting. It explains how to create journal entries based on the accounting cycle and how to post these entries to the appropriate T-accounts in the ledger.

The fifth part of the document discusses the preparation of financial statements. It outlines the steps involved in calculating the ending balances for each account and how to use these balances to prepare the balance sheet, income statement, and statement of owner's equity.

The sixth part of the document covers the process of closing the books. It explains how to transfer the balances of temporary accounts (revenue, expense, and owner's drawing) to the permanent accounts (assets, liabilities, and equity) to prepare for the next accounting period.

The seventh part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the company at the end of the period.

The eighth part of the document covers the process of reconciling the bank statement. It explains how to compare the company's records with the bank's records to identify any discrepancies and correct them.

The ninth part of the document discusses the importance of internal controls. It outlines the various measures that can be taken to prevent and detect errors and fraud, such as segregation of duties, authorization, and independent checks.

The tenth part of the document covers the process of auditing. It explains the role of the auditor and the steps involved in conducting an audit to ensure the accuracy and reliability of the financial statements.

12:20 PM  
05/08/26

Chelsea District Library  
Monthly Check Register

April 2026

| Type     | Num                 | Date       | Name                    | Memo                                      | Account                              | Paid Amount | Original Amount |
|----------|---------------------|------------|-------------------------|---|--------------------------------------|-------------|-----------------|
| Bill ... |                     | 04/18/2026 | A T & T TELCO           | QuickBooks generated zero amount tran...  | 001.001 · CSB/Operations Checkl...   |             | 0.00            |
| Bill     | 20260225            | 01/01/2026 | A T & T TELCO           | INV 734433980409 - 02/25/2026 - ACCT 7... | 202.001 · Accounts Payable           | 0.00        | -119.20         |
| Bill     | 734433978103        | 04/16/2026 | A T & T TELCO           | INV 734433978103 - 03/25/2026 - ACCT 7... | 202.001 · Accounts Payable           | 0.00        | -119.20         |
| TOTAL    |                     |            |                         |   |                                      | 0.00        | -238.40         |
| Che...   |                     | 04/30/2026 |                         | Service Charge                            | 001.001 · CSB/Operations Checkl...   |             | -6.80           |
|          |                     |            |                         | Service Charge                            | 802.100 · Admin-Fees Bank            | -6.80       | 6.80            |
| TOTAL    |                     |            |                         |   |                                      | -6.80       | 6.80            |
| Bill ... | 30256               | 04/01/2026 | A Production Cleanin... | 16810 - CLEANING 03/15/26 - 03/28/26      | 001.001 · CSB/Operations Checkl...   |             | -1,750.00       |
| Bill     | 16810               | 04/01/2026 |                         | CLEANING 03/15/26 - 03/28/26              | 803.605 · Janitorial                 | -1,750.00   | 1,750.00        |
| TOTAL    |                     |            |                         |   |                                      | -1,750.00   | 1,750.00        |
| Bill ... | 30257               | 04/01/2026 | ABSOPURE                |   | 001.001 · CSB/Operations Checkl...   |             | -11.98          |
| Bill     | 31817860            | 04/01/2026 |                         | FEB - 02/04-03/03/26 - BOTTLED WATER ...  | 727.100 · Supplies - General Op      | -5.99       | 5.99            |
| Bill     | 31735275            | 04/01/2026 |                         | DEC - 12/10/25-01/06/26 - BOTTLED WAT...  | 727.100 · Supplies - General Op      | -5.99       | 5.99            |
| TOTAL    |                     |            |                         |   |                                      | -11.98      | 11.98           |
| Bill ... | 30258               | 04/01/2026 | Amazon Capital Servi... |   | 001.001 · CSB/Operations Checkl...   |             | -248.25         |
| Bill     | 1LQ6-HR3J-VXM       | 03/27/2026 |                         | CRAFT STICKS                              | 884.126 · General Adult Programs     | -11.15      | 11.15           |
| Bill     | 1Y3F-HD6P-DMN6      | 03/27/2026 |                         | THEO OF GOLDEN: A NOVEL X 3               | 982.740 · Multiple Book Copies       | -42.00      | 42.00           |
| Bill     | 1DJH-QQMX-Q9RVV     | 03/27/2026 |                         | YARN PACK                                 | 884.126 · General Adult Programs     | -11.47      | 11.47           |
| Bill     | 1VFX-1CDF-7HGX      | 03/27/2026 |                         | RUGS AND LAMPS                            | 982.510 · Local History Preservation | -66.06      | 66.06           |
| Bill     | 1FNX-JG3H-L394      | 03/31/2026 |                         | DVD Feature                               | 982.460 · DVD Feature                | -26.99      | 26.99           |
|          |                     |            |                         | Adult Print General                       | 982.720 · Adult Print General        | -71.00      | 71.00           |
| Bill     | 1RJN-TG9M-6Y94      | 04/01/2026 |                         | 2026 SUMMER READING (outreach) - was ...  | 884.227 · Outreach                   | -19.58      | 19.58           |
| TOTAL    |                     |            |                         |   |                                      | -248.25     | 248.25          |
| Bill ... | 30259               | 04/01/2026 | American Library Ass... | 2026 - GABRIELLE HOPKINS Membersh...      | 001.001 · CSB/Operations Checkl...   |             | -125.00         |
| Bill     | 2072090 - 2026      | 03/31/2026 |                         | 2026 - GABRIELLE HOPKINS Membership...    | 969.320 · Information Services       | -125.00     | 125.00          |
| TOTAL    |                     |            |                         |   |                                      | -125.00     | 125.00          |
| Bill ... | 30260               | 04/01/2026 | AMERICAN UNITED LI...   | GROUP: G 00623836-0000-000 - APR 04/0...  | 001.001 · CSB/Operations Checkl...   |             | -919.28         |
| Bill     | 20260401            | 04/01/2026 |                         | APR 04/01/2026 -04/30/2026 - 28-2467-LB   | 710.200 · Per Svcs-Fringe Flex Ben   | -919.28     | 919.28          |
| TOTAL    |                     |            |                         |   |                                      | -919.28     | 919.28          |
| Bill ... | 30261               | 04/01/2026 | AUTHORS UNBOUND         | INVOICE 6727- MLW26 - \$3350 PAYMENT...   | 001.001 · CSB/Operations Checkl...   |             | -3,350.00       |
| Bill     | 6727                | 03/31/2026 |                         | HONORARIUM FOR CHRIS LA TRAY - ML...      | 884.119 · General Adult Events       | -3,350.00   | 3,350.00        |
| TOTAL    |                     |            |                         |   |                                      | -3,350.00   | 3,350.00        |
| Bill ... | 30262               | 04/01/2026 | Ballard, Kerry          | 2026 - BOOKKEEPING TO 04/03/26            | 001.001 · CSB/Operations Checkl...   |             | -961.54         |
| Bill     | 260403              | 03/31/2026 |                         | 2026 - BOOKKEEPING TO 04/03/26            | 801.040 · Accounting Coordinator     | -961.54     | 961.54          |
| TOTAL    |                     |            |                         |   |                                      | -961.54     | 961.54          |
| Bill ... | 30263               | 04/01/2026 | Cintas Corporation-300  | 4263413774 ACCT# 14203324                 | 001.001 · CSB/Operations Checkl...   |             | -166.37         |
| Bill     | 4263413774          | 04/01/2026 |                         | 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 ... | 30264               | 04/01/2026 | Citizens Insurance Co   | AWH J380075, CUST # 1505211317-001-0...   | 001.001 · CSB/Operations Checkl...   |             | -4,249.00       |
| Bill     | AWH J380075 - 20... | 04/01/2026 |                         | 04/13/26 - 04/13/27 - COMMERCIAL AUTO...  | 966.300 · Mobile CDL Ins-Auto        | -4,249.00   | 4,249.00        |
| TOTAL    |                     |            |                         |   |                                      | -4,249.00   | 4,249.00        |
| Bill ... | 30265               | 04/01/2026 | COMFORT, STACEY         |   | 001.001 · CSB/Operations Checkl...   |             | -116.35         |
| Bill     | 26-1103 SC          | 03/31/2026 |                         | REIMBURSEMENT - BULK CANDY                | 884.272 · Teen General Programs      | -74.30      | 74.30           |
| Bill     | 260311              | 03/31/2026 |                         | REIMBURSEMENT - AUTHORS IN CHEL...        | 969.120 · Information Services       | -42.05      | 42.05           |
| TOTAL    |                     |            |                         |   |                                      | -116.35     | 116.35          |

Chelsea District Library  
Monthly Check Register

April 2026

| Type         | Num           | Date       | Name                     | Memo                                       | Account                               | Paid Amount | Original Amount |
|--------------|---------------|------------|--------------------------|--|---------------------------------------|-------------|-----------------|
| Bill ...     | 30266         | 04/01/2026 | COMMUNICO LLC            | SOFTWARE AND SERVICE - ANNUAL FE...        | 001.001 · CSB/Operations Checkl...    |             | -6,613.00       |
| Bill         | COM12661      | 03/31/2026 |                          | ANNUAL FEES - RESERVE SOFTWARE - ...       | 803.395 · Website Hosting & Service   | -2,645.00   | 2,645.00        |
|              |               |            |                          | ANNUAL FEES - ATTEND SOFTWARE - 0...       | 803.395 · Website Hosting & Service   | -1,984.00   | 1,984.00        |
|              |               |            |                          | ANNUAL FEES - COMMUNICO BASE - 05/...      | 803.395 · Website Hosting & Service   | -1,984.00   | 1,984.00        |
| <b>TOTAL</b> |               |            |                          |  |                                       | -6,613.00   | 6,613.00        |
| Bill ...     | 30267         | 04/01/2026 | Costco Anywhere Visa     | ACCT ENDING 3253 02/18/26 - 03/17/26 ...   | 001.001 · CSB/Operations Checkl...    |             | -166.76         |
| Bill         | 041426        | 03/31/2026 |                          | COSTCO - PAPER TOWELS (\$41.58 = \$8...    | 729.100 · Supplies-Cleaning-Paper     | -41.58      | 41.58           |
|              |               |            |                          | COSTCO - 2 HAND SOAP REFILLS FOR S...      | 729.200 · Supplies-Cleaning Sup       | -8.99       | 8.99            |
|              |               |            |                          | DOLLAR TREE - CREPE PAPER (\$6.25) F...    | 884.222 · General Youth Programs      | -9.53       | 9.53            |
|              |               |            |                          | DOLLAR TREE - CANDY (\$8.75) TAX (\$0.2... | 884.276 · Teen Event Supplies         | -9.03       | 9.03            |
|              |               |            |                          | ZOU ZOU'S - MEALS - AIC, WOLFF, LLOY...    | 884.921 · Youth Prog Rest Gifts Au... | -21.26      | 21.26           |
|              |               |            |                          | ZOU ZOU'S - MEALS - AIC, LLOYD - PM T...   | 884.921 · Youth Prog Rest Gifts Au... | -36.87      | 36.87           |
|              |               |            |                          | MIKE'S DELI - MEALS - LLOYD - PM TUES...   | 884.921 · Youth Prog Rest Gifts Au... | -39.50      | 39.50           |
| <b>TOTAL</b> |               |            |                          |  |                                       | -166.76     | 166.76          |
| Bill ...     | 30268         | 04/01/2026 | Demco Inc.               | 2026 - INV 7779294 - BILLING CUSTOME...    | 001.001 · CSB/Operations Checkl...    |             | -601.33         |
| Bill         | 7779294       | 03/31/2026 |                          | SUPPLIES                                   | 728.300 · Supplies-Mail Proc Other    | -601.33     | 601.33          |
| <b>TOTAL</b> |               |            |                          |  |                                       | -601.33     | 601.33          |
| Bill ...     | 30269         | 04/01/2026 | DeMea, Karla             | 2026 - PRESENTER - BABYTIME 03/10 & ...    | 001.001 · CSB/Operations Checkl...    |             | -100.00         |
| Bill         | 26-0602 jz    | 03/31/2026 |                          | 2026 - PRESENTER - BT 03/10 & TODDLE...    | 884.215 · Early Literacy              | -100.00     | 100.00          |
| <b>TOTAL</b> |               |            |                          |  |                                       | -100.00     | 100.00          |
| Bill ...     | 30270         | 04/01/2026 | Dollar Bill Printing     |  | 001.001 · CSB/Operations Checkl...    |             | -353.58         |
| Bill         | DB-109725-INV | 03/31/2026 |                          | BRANDED ENVELOPES                          | 880.340 · Printed Items / Stationary  | -213.58     | 213.58          |
| Bill         | DB-109722-INV | 03/31/2026 |                          | ALTYGNITE FOAM CORE POSTERS                | 880.431 · General Library Prog Pro... | -140.00     | 140.00          |
| <b>TOTAL</b> |               |            |                          |  |                                       | -353.58     | 353.58          |
| Bill ...     | 30271         | 04/01/2026 | First Congregational ... | 4/18/26 VENUE CHARGE FINAL \$150 OF ...    | 001.001 · CSB/Operations Checkl...    |             | -150.00         |
| Bill         | SP123026FCC-2 | 04/03/2026 |                          | 2026 - FINAL PAYMENT - 4/18/26 VENUE ...   | 884.111 · Midwest Literary Walk       | -150.00     | 150.00          |
| <b>TOTAL</b> |               |            |                          |  |                                       | -150.00     | 150.00          |
| Bill ...     | 30272         | 04/01/2026 | Ingram Library Serv...   |  | 001.001 · CSB/Operations Checkl...    |             | -5,418.54       |
| Bill         | 94186598      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -42.38      | 42.38           |
| Bill         | 94186600      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -187.73     | 187.73          |
| Bill         | 94186599      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -253.85     | 253.85          |
| Bill         | 94186601      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -10.79      | 10.79           |
| Bill         | 94186607      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -98.90      | 98.90           |
| Bill         | 94186608      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -20.34      | 20.34           |
| Bill         | 94186608      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -11.84      | 11.84           |
| Bill         | 94186618      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -10.76      | 10.76           |
| Bill         | 94186619      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -150.00     | 150.00          |
| Bill         | 94186617      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -13.22      | 13.22           |
| Bill         | 94186615      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -12.38      | 12.38           |
| Bill         | 94186616      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -10.85      | 10.85           |
| Bill         | 94238347      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -91.10      | 91.10           |
| Bill         | 94238348      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -35.73      | 35.73           |
| Bill         | 94254801      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -12.17      | 12.17           |
| Bill         | 94254805      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -11.84      | 11.84           |
| Bill         | 94254806      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -12.45      | 12.45           |
| Bill         | 94254808      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -9.84       | 9.84            |
| Bill         | 94274710      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -72.67      | 72.67           |
| Bill         | 94274711      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -94.51      | 94.51           |
| Bill         | 94331289      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -23.80      | 23.80           |
| Bill         | 94331289      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -10.76      | 10.76           |
| Bill         | 94331300      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -17.29      | 17.29           |
| Bill         | 94372829      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -11.30      | 11.30           |
| Bill         | 94469660      | 04/01/2026 |                          | · Story Book Trail                         | 884.251 · Story Book Trail            | -32.37      | 32.37           |
| Bill         | 94471934      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -23.68      | 23.68           |
| Bill         | 94471931      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -71.16      | 71.16           |
| Bill         | 94471924      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -11.09      | 11.09           |
| Bill         | 94471936      | 04/01/2026 |                          | · Mobile CDL - Youth                       | 982.761 · Mobile CDL - Youth          | -21.55      | 21.55           |
| Bill         | 94471938      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -10.25      | 10.25           |
| Bill         | 94471939      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -16.24      | 16.24           |
| Bill         | 94471937      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -13.49      | 13.49           |
| Bill         | 94471940      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -12.38      | 12.38           |
| Bill         | 94492063      | 04/01/2026 |                          | · Story Book Trail                         | 884.251 · Story Book Trail            | -22.78      | 22.78           |
| Bill         | 94542391      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -12.45      | 12.45           |
| Bill         | 94542393      | 04/01/2026 |                          | · Youth Print General                      | 982.760 · Youth Print General         | -11.30      | 11.30           |
| Bill         | 94542395      | 04/01/2026 |                          | · Adult Print General                      | 982.720 · Adult Print General         | -33.45      | 33.45           |
| Bill         | 94542394      | 04/01/2026 |                          | · Mobile CDL - Adult                       | 982.721 · Mobile CDL - Adult          | -18.33      | 18.33           |

Chelsea District Library  
Monthly Check Register

April 2026

| Type | Num      | Date       | Name | Memo                   | Account                        | Paid Amount | Original Amount |
|------|----------|------------|------|------------------------|--------------------------------|-------------|-----------------|
| BIII | 94542396 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25      | 17.25           |
| BIII | 94542397 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25      | 17.25           |
| BIII | 94605422 | 04/01/2026 |      | · Book Club Supplies   | 884.128 · Book Club Supplies   | -281.82     | 281.82          |
| BIII | 94605440 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -64.65      | 64.65           |
| BIII | 94605447 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -10.25      | 10.25           |
| BIII | 94605432 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -72.84      | 72.84           |
| BIII | 97605426 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -11.37      | 11.37           |
| BIII | 94605438 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -46.04      | 46.04           |
| BIII | 94605425 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -12.42      | 12.42           |
| BIII | 94605444 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -35.73      | 35.73           |
| BIII | 94605441 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -24.34      | 24.34           |
| BIII | 94605439 | 04/01/2026 |      | · Mobile CDL - Youth   | 982.761 · Mobile CDL - Youth   | -16.00      | 16.00           |
| BIII | 94605424 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -11.08      | 11.08           |
| BIII | 94605446 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -7.19       | 7.19            |
| BIII | 94605449 | 04/01/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -81.54      | 81.54           |
| BIII | 94605435 | 04/01/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -16.17      | 16.17           |
| BIII | 94605442 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -79.16      | 79.16           |
| BIII | 94605436 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -31.80      | 31.80           |
| BIII | 94605430 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -70.78      | 70.78           |
| BIII | 94605445 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -49.94      | 49.94           |
| BIII | 94605448 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.93      | 16.93           |
| BIII | 94605431 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -81.82      | 81.82           |
| BIII | 94605429 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -43.24      | 43.24           |
| BIII | 94605427 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -34.08      | 34.08           |
| BIII | 94605434 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -38.81      | 38.81           |
| BIII | 94605443 | 04/01/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -15.12      | 15.12           |
| BIII | 94605433 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.78      | 17.78           |
| BIII | 94605437 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -17.25      | 17.25           |
| BIII | 94605428 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -18.66      | 18.66           |
| BIII | 94605450 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25      | 17.25           |
| BIII | 94605452 | 04/01/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -64.79      | 64.79           |
| BIII | 94605462 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.03      | 35.03           |
| BIII | 94605453 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -32.88      | 32.88           |
| BIII | 94605455 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -20.48      | 20.48           |
| BIII | 94605451 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -13.84      | 13.84           |
| BIII | 94605456 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25      | 17.25           |
| BIII | 94605451 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -43.22      | 43.22           |
| BIII | 94605454 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.16      | 16.16           |
| BIII | 94605458 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -17.25      | 17.25           |
| BIII | 94605457 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.24      | 17.24           |
| BIII | 94605463 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -10.25      | 10.25           |
| BIII | 94605459 | 04/01/2026 |      | · Mobile CDL - Youth   | 982.761 · Mobile CDL - Youth   | -7.65       | 7.65            |
| BIII | 94605460 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -23.68      | 23.68           |
| BIII | 94605464 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -51.75      | 51.75           |
| BIII | 94621975 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -18.59      | 18.59           |
| BIII | 94621978 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -62.36      | 62.36           |
| BIII | 94621980 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -14.38      | 14.38           |
| BIII | 94621974 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -26.83      | 26.83           |
| BIII | 94621981 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -51.65      | 51.65           |
| BIII | 94621973 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -27.59      | 27.59           |
| BIII | 94621979 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -40.19      | 40.19           |
| BIII | 94621976 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -33.42      | 33.42           |
| BIII | 94621977 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -35.24      | 35.24           |
| BIII | 94720133 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -34.60      | 34.60           |
| BIII | 94720129 | 04/01/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -60.26      | 60.26           |
| BIII | 94720127 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -37.12      | 37.12           |
| BIII | 94720141 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -49.13      | 49.13           |
| BIII | 94720136 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -53.37      | 53.37           |
| BIII | 94720140 | 04/01/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -17.28      | 17.28           |
| BIII | 94720128 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.01      | 35.01           |
| BIII | 94720134 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -14.45      | 14.45           |
| BIII | 94720130 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -33.41      | 33.41           |
| BIII | 94720132 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.71      | 16.71           |
| BIII | 94720137 | 04/01/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -13.21      | 13.21           |
| BIII | 94720131 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -28.04      | 28.04           |
| BIII | 94720135 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -34.98      | 34.98           |
| BIII | 94720139 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -10.25      | 10.25           |
| BIII | 94720138 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -28.01      | 28.01           |
| BIII | 94720126 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -6.85       | 6.85            |
| BIII | 94720142 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -11.30      | 11.30           |
| BIII | 94720143 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -15.66      | 15.66           |
| BIII | 94753640 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -31.69      | 31.69           |
| BIII | 94753644 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -13.10      | 13.10           |
| BIII | 94753636 | 04/01/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -85.73      | 85.73           |
| BIII | 94753637 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -33.96      | 33.96           |
| BIII | 94753647 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -84.65      | 84.65           |
| BIII | 94753635 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.91      | 35.91           |
| BIII | 94753649 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -15.11      | 15.11           |
| BIII | 94753638 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.58      | 35.58           |
| BIII | 94753641 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -14.54      | 14.54           |
| BIII | 94753643 | 04/01/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -39.15      | 39.15           |
| BIII | 94753642 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -15.69      | 15.69           |
| BIII | 94753648 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.17      | 16.17           |
| BIII | 94753646 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -33.90      | 33.90           |
| BIII | 94753634 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -12.17      | 12.17           |
| BIII | 94753645 | 04/01/2026 |      | · Mobile CDL - Youth   | 982.761 · Mobile CDL - Youth   | -11.84      | 11.84           |
| BIII | 94753639 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -11.30      | 11.30           |
| BIII | 94753633 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -8.78       | 8.78            |
| BIII | 94753650 | 04/01/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -51.20      | 51.20           |
| BIII | 94769517 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -137.41     | 137.41          |
| BIII | 94759515 | 04/01/2026 |      | · Youth Print General  | 982.760 · Youth Print General  | -10.43      | 10.43           |

12:20 PM  
05/08/26

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| Type         | Num        | Date       | Name                     | Memo  | Account                                | Paid Amount      | Original Amount |
|--------------|------------|------------|--------------------------|---|--|------------------|-----------------|
| Bill         | 94769516   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -114.85          | 114.85          |
| Bill         | 94603270   | 04/01/2026 |                          | • Youth Print General                         | 982.760 • Youth Print General          | -8.79            | 8.79            |
| Bill         | 94821262   | 04/01/2026 |                          | • Mobile CDL - Youth                          | 982.761 • Mobile CDL - Youth           | -11.80           | 11.80           |
| Bill         | 94821263   | 04/01/2026 |                          | • Youth Print General                         | 982.760 • Youth Print General          | -49.43           | 49.43           |
| Bill         | 94821264   | 04/01/2026 |                          | • Youth Print General                         | 982.760 • Youth Print General          | -25.75           | 25.75           |
| Bill         | 94821265   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -138.94          | 138.94          |
| Bill         | 94821259   | 04/01/2026 |                          | • Multiple Book Copies                        | 982.740 • Multiple Book Copies         | -33.44           | 33.44           |
| Bill         | 94821266   | 04/01/2026 |                          | • Mobile CDL - Adult                          | 982.721 • Mobile CDL - Adult           | -33.44           | 33.44           |
| Bill         | 94821267   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -113.58          | 113.58          |
| Bill         | 94821267   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -16.71           | 16.71           |
| Bill         | 94821266   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -37.20           | 37.20           |
| Bill         | 94821260   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -58.98           | 58.98           |
| Bill         | 94821261   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -33.96           | 33.96           |
| Bill         | 94821258   | 04/01/2026 |                          | • Adult Print General                         | 982.720 • Adult Print General          | -19.01           | 19.01           |
| Bill         | 94605423   | 04/01/2026 |                          | • Youth Print General                         | 982.760 • Youth Print General          | -19.18           | 19.18           |
| Bill         | 94769518   | 04/01/2026 |                          | • Adult Print General, was 982.720, change... | 982.740 • Multiple Book Copies         | -28.33           | 28.33           |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-5,418.54</b> | <b>5,418.54</b> |
| Bill ...     | 30273      | 04/01/2026 | Johnson Controls Bul...  | VOID: ACCT 1348743 - 1-137398386331 - ...     | 001.001 • CSB/Operations Checkl...     |                  | 0.00            |
| <b>TOTAL</b> |            |            |                          |   |  | <b>0.00</b>      | <b>0.00</b>     |
| Bill ...     | 30274      | 04/01/2026 | Main Street Church       | VOID: Midwest Literary Walk Venue Fee ...     | 001.001 • CSB/Operations Checkl...     |                  | 0.00            |
| <b>TOTAL</b> |            |            |                          |   |  | <b>0.00</b>      | <b>0.00</b>     |
| Bill ...     | 30275      | 04/01/2026 | Midwest Tape             |   | 001.001 • CSB/Operations Checkl...     |                  | -398.07         |
| Bill         | 508557876  | 03/27/2026 |                          | NONFICTION DVD TITLES                         | 982.470 • DVD Non-Fiction              | -35.98           | 35.98           |
| Bill         | 508592457  | 03/27/2026 |                          | MARCH FEATURE DVDs                            | 982.460 • DVD Feature                  | -76.47           | 76.47           |
| Bill         | 508619048  | 03/27/2026 |                          | NONFICTION DVD TITLES                         | 982.470 • DVD Non-Fiction              | -14.99           | 14.99           |
| Bill         | 508619049  | 03/27/2026 |                          | MARCH FEATURE DVDs                            | 982.460 • DVD Feature                  | -85.47           | 85.47           |
| Bill         | 508619132  | 03/27/2026 |                          | APR FEATURE FOREIGN TV DVDs                   | 982.460 • DVD Feature                  | -30.74           | 30.74           |
| Bill         | 508557878  | 03/31/2026 |                          | SPRING DVDs                                   | 982.480 • Youth Video DVD              | -95.21           | 95.21           |
| Bill         | 508619130  | 03/31/2026 |                          | SPRING DVDs                                   | 982.480 • Youth Video DVD              | -11.24           | 11.24           |
| Bill         | 508592458  | 03/31/2026 |                          | SPRING DVDs                                   | 982.480 • Youth Video DVD              | -47.97           | 47.97           |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-398.07</b>   | <b>398.07</b>   |
| Bill ...     | 30276      | 04/01/2026 | Petty Cash-              | PETTY CASH - 01/01/26 - 03/27/26              | 001.001 • CSB/Operations Checkl...     |                  | -165.79         |
| Bill         | 26-6247    | 03/31/2026 |                          | 01/16/26 - KIM - MEIJER, SUPPLIES FOR ...     | 960.200 • Director Expense             | -20.00           | 20.00           |
|              |            |            |                          | 02/01/26 - LINDA - BURLINGTON, VOL SU...      | 885.200 • Supplies                     | -15.87           | 15.87           |
|              |            |            |                          | 02/04/26 - CHRIS - ZORAN CARDS                | 727.100 • Supplies - General Op        | -20.00           | 20.00           |
|              |            |            |                          | 02/08/26 - LINDA - COSTCO, LYSOL WIPES        | 729.200 • Supplies-Cleaning Sup        | -10.99           | 10.99           |
|              |            |            |                          | 02/18/26 - LINDA - MENARDS, BATHROO...        | 732.300 • Supplies-MNT-General         | -15.86           | 15.86           |
|              |            |            |                          | 02/19/26 - LORI - THE COURTYARD CAFE...       | 960.200 • Director Expense             | -6.00            | 6.00            |
|              |            |            |                          | 02/22/26 - LINDA - POLLY'S, VOL CANDY         | 885.200 • Supplies                     | -5.95            | 5.95            |
|              |            |            |                          | 03/05/26 - CATHERINE - THE UPS STORE...       | 731.200 • Other Svc-Pstg Operatng      | -20.12           | 20.12           |
|              |            |            |                          | 03/05/26 - CHRIS - ZORAN CARDS                | 727.100 • Supplies - General Op        | -15.00           | 15.00           |
|              |            |            |                          | 03/09/26 - LORI - WORLD MARKET, SPO...        | 960.200 • Director Expense             | -8.98            | 8.98            |
|              |            |            |                          | 03/26/26 - LORI - THE COURTYARD CAFE...       | 960.200 • Director Expense             | -7.00            | 7.00            |
|              |            |            |                          | 03/27/26 - LORI - CHELSEA BAKERY, DO...       | 959.620 • Staff In-Service & Apprec... | -20.00           | 20.00           |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-165.79</b>   | <b>165.79</b>   |
| Bill ...     | 30277      | 04/01/2026 | Pitney Bowes             | ACCT # 0010280651 - INV 1029177064            | 001.001 • CSB/Operations Checkl...     |                  | -127.80         |
| Bill         | 1029177064 | 03/31/2026 |                          | INK CARTRIDGES X2                             | 731.200 • Other Svc-Pstg Operatng      | -127.80          | 127.80          |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-127.80</b>   | <b>127.80</b>   |
| Bill ...     | 30278      | 04/01/2026 | Pitney Bowes Reserv...   | RESERVE ACCOUNT # 33616590                    | 001.001 • CSB/Operations Checkl...     |                  | -450.00         |
| Bill         | 33616590   | 03/31/2026 |                          | RESERVE ACCOUNT #33616590                     | 731.200 • Other Svc-Pstg Operatng      | -450.00          | 450.00          |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-450.00</b>   | <b>450.00</b>   |
| Bill ...     | 30279      | 04/01/2026 | Rotary Club of Chelsea   | ROTARY - 821647 - 04/01/25 - 06/30/25 - ...   | 001.001 • CSB/Operations Checkl...     |                  | -190.88         |
| Bill         | 0621647    | 03/31/2026 |                          | ROTARY DUES                                   | 969.510 • Institutional Member Rot...  | -190.88          | 190.88          |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-190.88</b>   | <b>190.88</b>   |
| Bill ...     | 30280      | 04/01/2026 | SANGOMA US INC           | INV CH134529 - ACCT LO-0000247807             | 001.001 • CSB/Operations Checkl...     |                  | -490.64         |
| Bill         | CH134529   | 03/31/2026 |                          | VOIP - 03/26 -04/26/26                        | 850.120 • Telephone                    | -490.64          | 490.64          |
| <b>TOTAL</b> |            |            |                          |   |  | <b>-490.64</b>   | <b>490.64</b>   |
| Bill ...     | 30281      | 04/01/2026 | Schindler Elevator Co... | 4626281588                                    | 001.001 • CSB/Operations Checkl...     |                  | -106.74         |

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Monthly Check Register

April 2026

| Type         | Num                 | Date       | Name                     | Memo                                     | Account                             | Paid Amount      | Original Amount |
|--------------|---------------------|------------|--------------------------|--|-------------------------------------|------------------|-----------------|
| Bill         | 4626281589          | 04/01/2026 |                          | 2026 - STRONG SMELL IN ELEVATOR          | 803.010 · Maint Svc Contingency     | -106.74          | 106.74          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-106.74</b>   | <b>106.74</b>   |
| Bill ...     | 30282               | 04/01/2026 | Serendipity Books        | 149489                                   | 001.001 · CSB/Operations Checkl...  |                  | -350.68         |
| Bill         | 149489              | 03/31/2026 |                          | AIC - FAMILY AT NIGHT BOOKS              | 884.228 · Authors in Chelsea        | -350.68          | 350.68          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-350.68</b>   | <b>350.68</b>   |
| Bill ...     | 30283               | 04/01/2026 | T-MOBILE                 | 2026 - ACCT 975550022 - STATEMENT D...   | 001.001 · CSB/Operations Checkl...  |                  | -382.74         |
| Bill         | 975550022 -04132... | 03/31/2026 |                          | 2026 - T-MOBILE WIFI HOTSPOTS - 04/1...  | 850.311 · WiFi Hotspots             | -351.39          | 351.39          |
|              |                     |            |                          | 2026 - MOBEE CELL - 04/13/2026 FOR 02... | 850.122 · Telecommunications -Mo... | -31.35           | 31.35           |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-382.74</b>   | <b>382.74</b>   |
| Bill ...     | 30284               | 04/01/2026 | UNIVERSITY OFFICE ...    | 596227625 - ACCT #1624667 - SITE 5597... | 001.001 · CSB/Operations Checkl...  |                  | -748.80         |
| Bill         | 596227625           | 03/31/2026 |                          | PUBLIC COPIER LEASE - 03/01 - 03/31/26   | 803.101 · Public Copier             | -437.18          | 437.18          |
|              |                     |            |                          | STAFF COPIER LEASE - 03/01 - 03/31/26    | 803.102 · Staff Copier              | -311.62          | 311.62          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-748.80</b>   | <b>748.80</b>   |
| Bill ...     | 30285               | 04/01/2026 | WOLFF, JENIFER AS...     | AIC - HONORARIUM FOR ARTISTS IN CH...    | 001.001 · CSB/Operations Checkl...  |                  | -4,400.00       |
| Bill         | 26-0203 SP          | 02/17/2026 |                          | AIC HONORARIUM - \$3400 + \$1000 TRAV... | 884.211 · Authors in Chelsea        | -4,400.00        | 4,400.00        |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-4,400.00</b> | <b>4,400.00</b> |
| Bill ...     | 30286               | 04/02/2026 | RAMM, MEGGIE             | PRESENTER - 04/13/26 - INTRO TO COMI...  | 001.001 · CSB/Operations Checkl...  |                  | -400.00         |
| Bill         | 26-3824-SC          | 04/03/2026 |                          | INTRO TO COMICS - HOW TO MAKE CO...      | 884.119 · General Adult Events      | -400.00          | 400.00          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-400.00</b>   | <b>400.00</b>   |
| Bill ...     | 30287               | 04/02/2026 | MARGOLIS COMPAN...       | 803.010                                  | 001.001 · CSB/Operations Checkl...  |                  | -3,200.00       |
| Bill         | 39146               | 04/02/2026 |                          | RETAINING WALL REPAIR - TO BE REIM...    | 803.010 · Maint Svc Contingency     | -3,200.00        | 3,200.00        |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-3,200.00</b> | <b>3,200.00</b> |
| Bill ...     | 30288               | 04/16/2026 | A Production Cleanin...  | 16838 - CLEANING 03/29/26 - 04/11/26     | 001.001 · CSB/Operations Checkl...  |                  | -1,750.00       |
| Bill         | 16838               | 04/16/2026 |                          | CLEANING 03/29/26 - 04/11/26             | 803.605 · Janitorial                | -1,750.00        | 1,750.00        |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-1,750.00</b> | <b>1,750.00</b> |
| Bill ...     | 30289               | 04/16/2026 | ABSOPURE                 | ACCT 9423998 - INV 85082481 - 04/06/26   | 001.001 · CSB/Operations Checkl...  |                  | -63.89          |
| Bill         | 85082481            | 04/16/2026 |                          | APR - BOTTLED WATER                      | 727.100 · Supplies - General Op     | -63.89           | 63.89           |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-63.89</b>    | <b>63.89</b>    |
| Bill ...     | 30290               | 04/16/2026 | ADOBE, INC.              | # FE06CC7FCC033962021A - S/O# 26088...   | 001.001 · CSB/Operations Checkl...  |                  | -256.41         |
| Bill         | 3415357980          | 04/16/2026 |                          | ADOBE STOCK SMALL ALL MLP LICENS...      | 803.395 · Website Hosting & Service | -256.41          | 256.41          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-256.41</b>   | <b>256.41</b>   |
| Bill ...     | 30291               | 04/16/2026 | Amazon Capital Servi...  |  | 001.001 · CSB/Operations Checkl...  |                  | -1,296.39       |
| Bill         | 1J7M-P3DC-YJQK      | 04/16/2026 |                          | VOLUNTEER CANDY                          | 885.200 · Supplies                  | -62.44           | 62.44           |
|              |                     |            |                          | KOALA CARE - WALL MOUNTED CHILD S...     | 967.320 · Furniture and Fixtures    | -93.58           | 93.58           |
| Bill         | 1NP6-P4H3-C1VF      | 04/16/2026 |                          | SMALL PRINTER TONER CARTRIDGE            | 803.103 · Small Printer Maintenance | -69.99           | 69.99           |
| Bill         | 1JFP-PY4T-L1LP      | 04/16/2026 |                          | · Teen General Programs                  | 884.272 · Teen General Programs     | -248.97          | 248.97          |
| Bill         | 13HJ-TPVR-HDRC      | 04/16/2026 |                          | CLEANING & RESTROOM PAPER TOWEL...       | 729.100 · Supplies-Cleaning-Paper   | -417.54          | 417.54          |
| Bill         | 141J-M13T-Q74M      | 04/16/2026 |                          | WIFI HOTSPOT BATTERIES                   | 967.135 · WiFi Hotspots             | -27.96           | 27.96           |
| Bill         | 1G9P-PDYV-L4MP      | 04/16/2026 |                          | · SRP Supplies                           | 884.127 · SRP Supplies              | -359.91          | 359.91          |
| Bill         | 1TFW-7NYR-DDVH      | 04/16/2026 |                          | · Multiple Book Copies                   | 982.740 · Multiple Book Copies      | -16.00           | 16.00           |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-1,296.39</b> | <b>1,296.39</b> |
| Bill ...     | 30292               | 04/16/2026 | Ballard, Kerry           | 2026 - BOOKKEEPING TO 04/17/26           | 001.001 · CSB/Operations Checkl...  |                  | -961.54         |
| Bill         | 280417              | 04/16/2026 |                          | 2026 - BOOKKEEPING TO 04/17/26           | 801.040 · Accounting Coordinator    | -961.54          | 961.54          |
| <b>TOTAL</b> |                     |            |                          |  |                                     | <b>-961.54</b>   | <b>961.54</b>   |
| Bill ...     | 30293               | 04/16/2026 | Blue Care Network of ... | 2026 - GROUP 00277068 SUBGROUP 000...    | 001.001 · CSB/Operations Checkl...  |                  | -4,362.84       |

Chelsea District Library  
Monthly Check Register

April 2026

| Type         | Num          | Date       | Name                      | Memo   | Account                              | Paid Amount      | Original Amount |
|--------------|--------------|------------|---------------------------|--|--------------------------------------|------------------|-----------------|
| Bill         | 260970057045 | 04/16/2026 |                           | MAY HEALTH INSURANCE COVERAGE, ...           | 710.200 · Per Svcs-Fringe Flex Ben   | -4,362.84        | 4,362.84        |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-4,362.84</b> | <b>4,362.84</b> |
| Bill ...     | 30294        | 04/16/2026 | City of Chelsea           | INV 22466, CUST ID 150                       | 001.001 · CSB/Operations Checkl...   |                  | -50.00          |
| Bill         | 22466        | 04/16/2026 |                           | MAR TRASH                                    | 803.620 · Trash                      | -50.00           | 50.00           |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-50.00</b>    | <b>50.00</b>    |
| Bill ...     | 30295        | 04/16/2026 | City of Chelsea-Elect ... | 2026 - MAR - 02/27 - 03/31/2026 - UTILITI... | 001.001 · CSB/Operations Checkl...   |                  | -3,928.73       |
| Bill         | 20260408     | 04/16/2026 |                           | 2026 -WATER - MAR - 02/27 - 03/31/2026       | 920.110 · City of Chelsea Water      | -85.43           | 85.43           |
|              |              |            |                           | 2026 - SEWER - MAR - 02/27 - 03/31/2026      | 920.120 · City of Chelsea Sewer      | -167.44          | 167.44          |
|              |              |            |                           | 2026 - ELECTRICITY - MAR - 02/27 - 03/31...  | 920.130 · City of Chelsea Electric   | -3,564.13        | 3,564.13        |
|              |              |            |                           | 2026 - MoBee/GARAGE - MAR - 02/27 - 03...    | 920.131 · MoBee - Garage electricity | -27.47           | 27.47           |
|              |              |            |                           | 2026 - SPRINKLER - MAR - 02/27 - 03/31/2...  | 920.150 · City of Chelsea Sprinkler  | -84.26           | 84.26           |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-3,928.73</b> | <b>3,928.73</b> |
| Bill ...     | 30296        | 04/16/2026 | COLLABORATIVE SU...       | 777347                                       | 001.001 · CSB/Operations Checkl...   |                  | -1,295.03       |
| Bill         | 777347       | 04/16/2026 |                           | PAY FROM RESTRICTED FUNDS - SRP              | 884.926 · Youth Prog Rest Gifts SRP  | -969.23          | 969.23          |
|              |              |            |                           | TEEN SRP - changed (added) 05/05 per SP      | 884.277 · Teen Summer Reading        | -325.80          | 325.80          |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-1,295.03</b> | <b>1,295.03</b> |
| Bill ...     | 30297        | 04/16/2026 | COMFORT, STACEY           | REIMBURSEMENT - PLA CONFERENCE               | 001.001 · CSB/Operations Checkl...   |                  | -649.42         |
| Bill         | 20260404     | 04/16/2026 |                           | REIMBURSEMENT - PLA CONFERENCE               | 969.120 · Information Services       | -649.42          | 649.42          |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-649.42</b>   | <b>649.42</b>   |
| Bill ...     | 30298        | 04/16/2026 | DeMea, Karla              | 2026 - PRESENTER - TODDLERTIME 04/16         | 001.001 · CSB/Operations Checkl...   |                  | -50.00          |
| Bill         | 26-0504 JZ   | 04/16/2026 |                           | 2026 - PRESENTER - TODDLERTIME 04/16         | 884.215 · Early Literacy             | -50.00           | 50.00           |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-50.00</b>    | <b>50.00</b>    |
| Bill ...     | 30299        | 04/16/2026 | Graphic Sciences, Inc.    | INV 19804 - ACCT 0009251                     | 001.001 · CSB/Operations Checkl...   |                  | -227.07         |
| Bill         | 10804        | 04/16/2026 |                           | 2025 DIGITIZATION - CHELSEA STANDA...        | 982.640 · Chelsea Standard filming   | -227.07          | 227.07          |
| <b>TOTAL</b> |              |            |                           |  |                                      | <b>-227.07</b>   | <b>227.07</b>   |
| Bill ...     | 30300        | 04/16/2026 | Ingram Library Servc...   |  | 001.001 · CSB/Operations Checkl...   |                  | -3,196.97       |
| Bill         | 94821266     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -17.25           | 17.25           |
| Bill         | 94821269     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -13.83           | 13.83           |
| Bill         | 94821272     | 04/16/2026 |                           | · Adult Large Print                          | 982.710 · Adult Large Print          | -23.72           | 23.72           |
| Bill         | 94821279     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -46.08           | 46.08           |
| Bill         | 94821281     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -31.90           | 31.90           |
| Bill         | 94821277     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -38.36           | 38.36           |
| Bill         | 94821276     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -19.99           | 19.99           |
| Bill         | 94821282     | 04/16/2026 |                           | · Multiple Book Copies                       | 982.740 · Multiple Book Copies       | -17.03           | 17.03           |
| Bill         | 94821278     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -14.59           | 14.59           |
| Bill         | 94821275     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -17.82           | 17.82           |
| Bill         | 94821283     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -18.66           | 18.66           |
| Bill         | 94821273     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -34.03           | 34.03           |
| Bill         | 94821285     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -19.95           | 19.95           |
| Bill         | 94893825     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -17.04           | 17.04           |
| Bill         | 94893827     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -16.71           | 16.71           |
| Bill         | 94934637     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -198.55          | 198.55          |
| Bill         | 94934634     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -103.38          | 103.38          |
| Bill         | 94934641     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -35.02           | 35.02           |
| Bill         | 94934627     | 04/16/2026 |                           | · Adult Large Print                          | 982.710 · Adult Large Print          | -69.75           | 69.75           |
| Bill         | 94934638     | 04/16/2026 |                           | · Multiple Book Copies                       | 982.740 · Multiple Book Copies       | -34.50           | 34.50           |
| Bill         | 94934628     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -73.76           | 73.76           |
| Bill         | 94934642     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -16.71           | 16.71           |
| Bill         | 94934639     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -21.28           | 21.28           |
| Bill         | 94934632     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -68.13           | 68.13           |
| Bill         | 94934643     | 04/16/2026 |                           | · Multiple Book Copies                       | 982.740 · Multiple Book Copies       | -30.04           | 30.04           |
| Bill         | 94934629     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -32.14           | 32.14           |
| Bill         | 94934630     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -31.03           | 31.03           |
| Bill         | 94934631     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -17.25           | 17.25           |
| Bill         | 94934633     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -17.25           | 17.25           |
| Bill         | 94966044     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -17.25           | 17.25           |
| Bill         | 94966043     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -16.50           | 16.50           |
| Bill         | 94999225     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -79.56           | 79.56           |
| Bill         | 94999230     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -113.54          | 113.54          |
| Bill         | 94999226     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -18.86           | 18.86           |
| Bill         | 94999233     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -67.33           | 67.33           |
| Bill         | 94999222     | 04/16/2026 |                           | · Adult Print General                        | 982.720 · Adult Print General        | -69.08           | 69.08           |
| Bill         | 94999228     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -17.79           | 17.79           |
| Bill         | 94999231     | 04/16/2026 |                           | · Mobile CDL - Adult                         | 982.721 · Mobile CDL - Adult         | -22.52           | 22.52           |
| Bill         | 94999224     | 04/16/2026 |                           | · Adult Ref.                                 | 982.730 · Adult Ref.                 | -20.65           | 20.65           |

Chelsea District Library  
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| Type         | Num      | Date       | Name | Memo                   | Account                        | Paid Amount      | Original Amount |
|--------------|----------|------------|------|------------------------|--------------------------------|------------------|-----------------|
| Bill         | 94999220 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -36.55           | 36.55           |
| Bill         | 94999221 | 04/16/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -20.36           | 20.36           |
| Bill         | 94999227 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25           | 17.25           |
| Bill         | 94999235 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.17           | 16.17           |
| Bill         | 95015550 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -56.60           | 56.60           |
| Bill         | 95015548 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -21.35           | 21.35           |
| Bill         | 95015549 | 04/16/2026 |      | · Adult Ref.           | 982.730 · Adult Ref.           | -25.32           | 25.32           |
| Bill         | 95015551 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -29.27           | 29.27           |
| Bill         | 95072955 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -33.95           | 33.95           |
| Bill         | 95072958 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.57           | 35.57           |
| Bill         | 95072961 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.70           | 16.70           |
| Bill         | 95072956 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.70           | 16.70           |
| Bill         | 95072953 | 04/16/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -16.70           | 16.70           |
| Bill         | 95072962 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.70           | 16.70           |
| Bill         | 95072963 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -18.60           | 18.60           |
| Bill         | 95072959 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -18.87           | 18.87           |
| Bill         | 95072954 | 04/16/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -23.14           | 23.14           |
| Bill         | 95072968 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -15.63           | 15.63           |
| Bill         | 95072967 | 04/16/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -21.28           | 21.28           |
| Bill         | 95072969 | 04/16/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -38.53           | 38.53           |
| Bill         | 95072984 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -400.40          | 400.40          |
| Bill         | 95072979 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -34.61           | 34.61           |
| Bill         | 95072963 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -33.41           | 33.41           |
| Bill         | 95072975 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -38.28           | 38.28           |
| Bill         | 95072982 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25           | 17.25           |
| Bill         | 95072980 | 04/16/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -16.71           | 16.71           |
| Bill         | 95072981 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.76           | 17.76           |
| Bill         | 95072972 | 04/16/2026 |      | · Adult Large Print    | 982.710 · Adult Large Print    | -57.48           | 57.48           |
| Bill         | 95072973 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -15.63           | 15.63           |
| Bill         | 95072971 | 04/16/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -12.59           | 12.59           |
| Bill         | 95072976 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.25           | 17.25           |
| Bill         | 95072987 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -16.71           | 16.71           |
| Bill         | 95072988 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -47.09           | 47.09           |
| Bill         | 95072989 | 04/16/2026 |      | · Mobile CDL - Adult   | 982.721 · Mobile CDL - Adult   | -18.33           | 18.33           |
| Bill         | 95072990 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -35.04           | 35.04           |
| Bill         | 95072991 | 04/16/2026 |      | · Multiple Book Copies | 982.740 · Multiple Book Copies | -18.33           | 18.33           |
| Bill         | 95072986 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -17.55           | 17.55           |
| Bill         | 95072992 | 04/16/2026 |      | · Adult Print General  | 982.720 · Adult Print General  | -18.33           | 18.33           |
| Bill         | 95139336 | 04/16/2026 |      | · Book Club Supplies   | 884.128 · Book Club Supplies   | -331.08          | 331.08          |
| <b>TOTAL</b> |          |            |      |                        |                                | <b>-3,196.97</b> | <b>3,196.97</b> |

|          |          |            |         |   |  |         |           |
|----------|----------|------------|---------|---|--|---------|-----------|
| Bill ... | 30301    | 04/16/2026 | KeyBank | A/C Ending ....3195 02/10 - 03/09/26 D... | 001.001 · CSB/Operations Check...      |         | -8,252.49 |
| Bill     | 20260506 | 04/16/2026 |         | CHELSEA WELLNESS - DEC HEALTH STI...      | 969.620 · Staff In-Service & Apprec... | -175.00 | 175.00    |
|          |          |            |         | HOOTSUITE - ANNUAL SUBSCRIPTION           | 890.510 · General Purchased Servi...   | -294.00 | 294.00    |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | SERENDIPITY BOOKS - AIC GIFT CARD         | 880.420 · Youth / Teen Promotion       | -25.00  | 25.00     |
|          |          |            |         | META - DEMENTIA FRIENDLY MEDIA BUY        | 880.110 · Media Buy                    | -36.00  | 36.00     |
|          |          |            |         | META - MLW MEDIA BUY                      | 880.110 · Media Buy                    | -8.00   | 6.00      |
|          |          |            |         | META - MLW MEDIA BUY                      | 880.110 · Media Buy                    | -22.56  | 22.56     |
|          |          |            |         | META - MLW MEDIA BUY                      | 880.110 · Media Buy                    | -2.14   | 2.14      |
|          |          |            |         | ELM - BUFFY REPAIR                        | 728.400 · Supplies-Repairs             | -719.00 | 719.00    |
|          |          |            |         | ZOU ZOU'S - GIFT CARD FOR AUTHOR          | 884.228 · Authors in Chelsea           | -52.00  | 52.00     |
|          |          |            |         | MLW - GOLDEN LIMO - AIRPORT TO INN...     | 884.921 · Youth Prog Rest Gifts Au...  | -220.30 | 220.30    |
|          |          |            |         | MLW - GOLDEN LIMO - AIRPORT TO INN...     | 884.921 · Youth Prog Rest Gifts Au...  | -161.40 | 161.40    |
|          |          |            |         | MLW - GOLDEN LIMO - AIRPORT TO INN...     | 884.921 · Youth Prog Rest Gifts Au...  | -161.40 | 161.40    |
|          |          |            |         | MLW - GOLDEN LIMO - INN TO AIRPORT...     | 884.921 · Youth Prog Rest Gifts Au...  | -230.00 | 230.00    |
|          |          |            |         | MLW - GOLDEN LIMO - INN TO AIRPORT...     | 884.921 · Youth Prog Rest Gifts Au...  | -209.30 | 209.30    |
|          |          |            |         | BAMBU LABS - 3D FILAMENT                  | 884.602 · Technology Programs - S...   | -268.39 | 268.39    |
|          |          |            |         | KAILIE COLEMAN BOOKS - REPLACEME...       | 982.760 · Youth Print General          | -24.00  | 24.00     |
|          |          |            |         | OTC BRANDS, MINDWARE - SRP DINOS          | 884.226 · Summer Reading               | -18.58  | 18.58     |
|          |          |            |         | WEBER'S - ROOM RESERVATION, NATH...       | 884.119 · General Adult Events         | -169.16 | 169.16    |
|          |          |            |         | PLA CONF - LYONS, MEALS                   | 969.120 · Information Services         | -94.38  | 94.38     |
|          |          |            |         | PLA CONF - LYFT                           | 969.120 · Information Services         | -68.47  | 68.47     |
|          |          |            |         | PLA CONF - LYFT                           | 969.120 · Information Services         | -59.79  | 59.79     |
|          |          |            |         | PLA CONF - BAR LA GRASSA, MEAL            | 969.120 · Information Services         | -77.63  | 77.63     |
|          |          |            |         | PLA CONF - BAR LA GRASSA, MEAL            | 969.120 · Information Services         | -89.40  | 89.40     |
|          |          |            |         | PLA CONF - LYFT                           | 969.120 · Information Services         | -57.24  | 57.24     |
|          |          |            |         | PLA CONF - BRITS, MEAL                    | 969.120 · Information Services         | -115.14 | 115.14    |
|          |          |            |         | PLA CONF - ROYAL SONESTA, MEAL            | 969.120 · Information Services         | -110.37 | 110.37    |
|          |          |            |         | PLA CONF - LYFT                           | 969.120 · Information Services         | -102.07 | 102.07    |
|          |          |            |         | COMMON SENSE PLUS MEDAI - ANNUAL...       | 982.410 · Electronic Products/Subs     | -39.99  | 39.99     |
|          |          |            |         | PLA CONF - ROYAL SONESTA, ROOM            | 969.120 · Information Services         | -866.00 | 866.00    |
|          |          |            |         | PLA CONF - LYFT                           | 969.120 · Information Services         | -46.24  | 46.24     |
|          |          |            |         | WAYFAIR - FREEZER TO STORE HISTOR...      | 982.510 · Local History Preservation   | -307.98 | 307.98    |
|          |          |            |         | CDW GOVT - PRINTER REPLACEMENT            | 967.150 · Printer Replacement          | -433.00 | 433.00    |
|          |          |            |         | ZOOM - VIDEO CONF SOFTWARE                | 967.200 · Equipment Software           | -39.50  | 39.50     |
|          |          |            |         | ROCHEN - WEB HOSTING                      | 803.395 · Website Hosting & Service    | -539.45 | 539.45    |
|          |          |            |         | SENSOURCE - ANNUAL RENEWAL, PLAT...       | 803.300 · Technology                   | -300.00 | 300.00    |
|          |          |            |         | CLEARYS - STAFF IN-SERVICE                | 969.820 · Staff In-Service & Apprec... | -50.30  | 50.30     |
|          |          |            |         | ZOU ZOU'S - LUNCH WITH SY MONTGO...       | 884.921 · Youth Prog Rest Gifts Au...  | -34.40  | 34.40     |
|          |          |            |         | ZOU ZOU'S - LUNCH WITH ASHLEY WOL...      | 884.921 · Youth Prog Rest Gifts Au...  | -32.36  | 32.36     |
|          |          |            |         | COMMON GRILL - AIC (LONG DAY) AUTH...     | 884.921 · Youth Prog Rest Gifts Au...  | -373.11 | 373.11    |
|          |          |            |         | POLLYS - APPLES, ORANGES, DRINKS          | 884.921 · Youth Prog Rest Gifts Au...  | -17.10  | 17.10     |
|          |          |            |         | COTTAGE INN - PIZZA AND DRINKS WIT...     | 884.921 · Youth Prog Rest Gifts Au...  | -95.66  | 95.66     |

Chelsea District Library  
Monthly Check Register

April 2026

| Type            | Num                | Date              | Name                                | Memo   | Account                                   | Paid Amount      | Original Amount  |
|-----------------|--------------------|-------------------|-------------------------------------|--|---|------------------|------------------|
|                 |                    |                   |                                     | CLEARY'S - SUCCESSION PLAN, CORYE...             | 989.620 · Staff In-Service & Apprec...    | -97.78           | 97.78            |
|                 |                    |                   |                                     | MAIN ST PROVISIONS - WORK ANNIV, B...            | 989.940 · Staff Apprec - Restricted       | -25.00           | 25.00            |
|                 |                    |                   |                                     | PANERA - MEDIAWISE STAFF TRAINING ...            | 989.620 · Staff In-Service & Apprec...    | -470.52          | 470.52           |
|                 |                    |                   |                                     | SERENDIPITY BOOKS - WORK ANNIV, S...             | 989.940 · Staff Apprec - Restricted       | -25.00           | 25.00            |
|                 |                    |                   |                                     | AGRICOLE - WORK ANNIV, LAURA BRO...              | 989.940 · Staff Apprec - Restricted       | -25.00           | 25.00            |
|                 |                    |                   |                                     | CLEARY'S - MEDIAWISE STAFF TRAININ...            | 989.620 · Staff In-Service & Apprec...    | -150.00          | 150.00           |
|                 |                    |                   |                                     | CLEARY'S - WORK ANNIV, KIM LANDRIS               | 989.940 · Staff Apprec - Restricted       | -25.00           | 25.00            |
|                 |                    |                   |                                     | ZOU ZOU'S - MEDIAWISE STAFF TRAINI...            | 989.620 · Staff In-Service & Apprec...    | -156.00          | 156.00           |
|                 |                    |                   |                                     | GRATEFUL CROW - TIME CAPSULE MTG...              | 980.200 · Director Expense                | -88.58           | 88.58            |
|                 |                    |                   |                                     | THOMPSONS - MEDIAWISE TRAINING (G...             | 989.620 · Staff In-Service & Apprec...    | -111.63          | 111.63           |
|                 |                    |                   |                                     | CHELSEA CHAMBER - APRIL BKfst, CO...             | 980.200 · Director Expense                | -30.00           | 30.00            |
|                 |                    |                   |                                     | VIMEO - ANNUAL FEE, 03/15/26 - 03/14/27          | 803.395 · Website Hosting & Service       | -108.00          | 108.00           |
|                 |                    |                   |                                     | ROCHEN - FTF (LONDON, UK)                        | 803.395 · Website Hosting & Service       | -16.18           | 16.18            |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-8,252.49</b> | <b>8,252.49</b>  |
| <b>Bill ...</b> | <b>30302</b>       | <b>04/16/2026</b> | <b>KNIGHT TECHNOLO...</b>           | <b>2026 - APR - DATTO CLOUD BACKUP - ...</b>     | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-1,100.00</b> |
| <b>Bill</b>     | <b>28519</b>       | <b>04/16/2026</b> |                                     | <b>2026 APR - DATTO CLOUD BACKUP - DIS...</b>    | <b>803.390 · Computers</b>                | <b>-1,100.00</b> | <b>1,100.00</b>  |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-1,100.00</b> | <b>1,100.00</b>  |
| <b>Bill ...</b> | <b>30303</b>       | <b>04/16/2026</b> | <b>LAW, CHRISTINE M.</b>            | <b>LAW - YOUTH YOGA STORY TIME 05/01/...</b>     | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-100.00</b>   |
| <b>Bill</b>     | <b>26-0606 JZ</b>  | <b>04/16/2026</b> |                                     | <b>LAW - YOUTH YOGA STORY TIME 05/01/26</b>      | <b>854.215 · Early Literacy</b>           | <b>-100.00</b>   | <b>100.00</b>    |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-100.00</b>   | <b>100.00</b>    |
| <b>Bill ...</b> | <b>30304</b>       | <b>04/16/2026</b> | <b>MC creative design &amp; ...</b> | <b>2026 - 0862 - SUMMER NEWLETTER CO...</b>      | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-250.00</b>   |
| <b>Bill</b>     | <b>862</b>         | <b>04/16/2026</b> |                                     | <b>2026 - SUMMER NEWLETTER COVER PH...</b>       | <b>880.522 · Photography Services</b>     | <b>-250.00</b>   | <b>250.00</b>    |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-250.00</b>   | <b>250.00</b>    |
| <b>Bill ...</b> | <b>30305</b>       | <b>04/16/2026</b> | <b>Michlgan Library Ass...</b>      | <b>MEMBERSHIP FEE - INDIVIDUAL - 24702 -...</b>  | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-50.00</b>    |
| <b>Bill</b>     | <b>24702</b>       | <b>04/16/2026</b> |                                     | <b>MEMBERSHIP FEE - INDIVIDUAL - 24702 -...</b>  | <b>989.400 · Trustees Memberships</b>     | <b>-50.00</b>    | <b>50.00</b>     |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-50.00</b>    | <b>50.00</b>     |
| <b>Bill ...</b> | <b>30306</b>       | <b>04/16/2026</b> | <b>Michlgan Municipal L...</b>      | <b>2026 1ST QUARTER - DUE 04/26/2026</b>         | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-124.56</b>   |
| <b>Bill</b>     | <b>26-6253</b>     | <b>04/16/2026</b> |                                     | <b>2026 1ST QUARTER - UNEMPLOYMENT I...</b>      | <b>710.300 · Per Svcs-Fringe-Unemp</b>    | <b>-124.56</b>   | <b>124.56</b>    |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-124.56</b>   | <b>124.56</b>    |
| <b>Bill ...</b> | <b>30307</b>       | <b>04/16/2026</b> | <b>Midwest Tape</b>                 |  | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-830.58</b>   |
| <b>Bill</b>     | <b>508557874</b>   | <b>04/16/2026</b> |                                     | <b>DEC-MAR CDs</b>                               | <b>982.420 · Music on CD</b>              | <b>-65.20</b>    | <b>65.20</b>     |
| <b>Bill</b>     | <b>908592465</b>   | <b>04/16/2026</b> |                                     | <b>DEC-MAR CDs</b>                               | <b>982.420 · Music on CD</b>              | <b>-63.70</b>    | <b>63.70</b>     |
| <b>Bill</b>     | <b>508592459</b>   | <b>04/16/2026</b> |                                     | <b>FEB-MAR BOCs</b>                              | <b>982.120 · Adult Books on Disc</b>      | <b>-39.99</b>    | <b>39.99</b>     |
| <b>Bill</b>     | <b>508619046</b>   | <b>04/16/2026</b> |                                     | <b>DEC - MAR CDs</b>                             | <b>982.420 · Music on CD</b>              | <b>-24.73</b>    | <b>24.73</b>     |
| <b>Bill</b>     | <b>508619131</b>   | <b>04/16/2026</b> |                                     | <b>FEB - MAR BOCs</b>                            | <b>982.120 · Adult Books on Disc</b>      | <b>-31.99</b>    | <b>31.99</b>     |
| <b>Bill</b>     | <b>508657197</b>   | <b>04/16/2026</b> |                                     | <b>DEC - MAR CDs</b>                             | <b>982.420 · Music on CD</b>              | <b>-21.74</b>    | <b>21.74</b>     |
| <b>Bill</b>     | <b>208557877</b>   | <b>04/16/2026</b> |                                     | <b>MAR FEATURE DVDs</b>                          | <b>982.460 · DVD Feature</b>              | <b>-234.65</b>   | <b>234.65</b>    |
| <b>Bill</b>     | <b>508657196</b>   | <b>04/16/2026</b> |                                     | <b>FEB ADULT FEATURE DVDs</b>                    | <b>982.460 · DVD Feature</b>              | <b>-25.49</b>    | <b>25.49</b>     |
| <b>Bill</b>     | <b>508657199</b>   | <b>04/16/2026</b> |                                     | <b>APR FEATURE FOREIGN TV, DVDs</b>              | <b>982.460 · DVD Feature</b>              | <b>-116.19</b>   | <b>116.19</b>    |
| <b>Bill</b>     | <b>508684927</b>   | <b>04/16/2026</b> |                                     | <b>APR FEATURE FOREIGN TV, DVDs</b>              | <b>982.460 · DVD Feature</b>              | <b>-169.42</b>   | <b>169.42</b>    |
| <b>Bill</b>     | <b>508684929</b>   | <b>04/16/2026</b> |                                     | <b>APR NF DVDs</b>                               | <b>982.470 · DVD Non-Fiction</b>          | <b>-37.48</b>    | <b>37.48</b>     |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-830.58</b>   | <b>830.58</b>    |
| <b>Bill ...</b> | <b>30308</b>       | <b>04/16/2026</b> | <b>Postmaster</b>                   | <b>2026 - PERMIT #28 - SUMMER NEWSLET...</b>     | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-1,500.00</b> |
| <b>Bill</b>     | <b>26-4197-VK</b>  | <b>04/16/2026</b> |                                     | <b>2026 - BUSINESS PERMIT #28 - SUMMER...</b>    | <b>880.230 · Newsletter Postage</b>       | <b>-1,500.00</b> | <b>1,500.00</b>  |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-1,500.00</b> | <b>1,500.00</b>  |
| <b>Bill ...</b> | <b>30309</b>       | <b>04/16/2026</b> | <b>SenSource</b>                    | <b>65370 PSP &amp; VEA CORE SOFTWARE AN...</b>   | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-300.00</b>   |
| <b>Bill</b>     | <b>65730</b>       | <b>04/16/2026</b> |                                     | <b>People Counter Annual 06/30/26 - 06/30/27</b> | <b>987.200 · Equipment Software</b>       | <b>-300.00</b>   | <b>300.00</b>    |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-300.00</b>   | <b>300.00</b>    |
| <b>Bill ...</b> | <b>30310</b>       | <b>04/16/2026</b> | <b>SMART BUSINESS S...</b>          | <b>WO-284623-3</b>                               | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-3.18</b>     |
| <b>Bill</b>     | <b>WO-284623-3</b> | <b>04/16/2026</b> |                                     | <b>GENERAL SUPPLIES</b>                          | <b>727.100 · Supplies - General Op</b>    | <b>-3.18</b>     | <b>3.18</b>      |
| <b>TOTAL</b>    |                    |                   |                                     |  |   | <b>-3.18</b>     | <b>3.18</b>      |
| <b>Bill ...</b> | <b>30311</b>       | <b>04/16/2026</b> | <b>The Sun Times</b>                | <b>2026 - 4779-M</b>                             | <b>001.001 · CSB/Operations Checkl...</b> |                  | <b>-675.00</b>   |
| <b>Bill</b>     | <b>4779-M</b>      | <b>04/16/2026</b> |                                     | <b>2026 - 04/08, 04/15</b>                       | <b>880.110 · Media Buy</b>                | <b>-675.00</b>   | <b>675.00</b>    |

12:20 PM  
05/08/26

Chelsea District Library  
Monthly Check Register

April 2026

| Type         | Num            | Date       | Name                    | Memo                                       | Account                               | Paid Amount | Original Amount |
|--------------|----------------|------------|-------------------------|--|---------------------------------------|-------------|-----------------|
| <b>TOTAL</b> |                |            |                         |  |                                       | -875.00     | 675.00          |
| Bill ...     | 30312          | 04/16/2026 | TUPLIN, MICHELLE        |  | 001.001 · CSB/Operations Checkl...    |             | -1,000.00       |
| Bill         | 26-0320 SP     | 04/16/2026 |                         | 2026 - HONORARIUM FOR MLW26 INTER...       | 884.119 · General Adult Events        | -850.00     | 850.00          |
| Bill         | 26-1402 CS     | 04/16/2026 |                         | 2026 - HOMETOWN BOOK CLUB 04/14/26         | 884.119 · General Adult Events        | -150.00     | 150.00          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -1,000.00   | 1,000.00        |
| Bill ...     | 30313          | 04/16/2026 | Uniqe Management ...    | VOID: 2026 - 6157771 CLIENT # 1954 - C...  | 001.001 · CSB/Operations Checkl...    |             | 0.00            |
| <b>TOTAL</b> |                |            |                         |  |                                       | 0.00        | 0.00            |
| Bill ...     | 30314          | 04/16/2026 | Verzon Wireless         | INV 6139711017 - ACCT 442098695-000...     | 001.001 · CSB/Operations Checkl...    |             | -886.99         |
| Bill         | 6139711017     | 04/16/2026 |                         | HOT SPOTS - 03/01 - 03/28/26 PG 3 (03/...  | 850.311 · WiFi Hotspots               | -646.98     | 646.98          |
|              |                |            |                         | IT CELL PHONE - 03/01 - 03/28/26 PG 3 (... | 850.121 · IT Cell Phone               | -40.01      | 40.01           |
| <b>TOTAL</b> |                |            |                         |  |                                       | -886.99     | 886.99          |
| Bill ...     | 30315          | 04/16/2026 | WEBSTER-HEIN, MIC...    | YOUTH WRITING WORKSHOP - 04/1, 8, 1...     | 001.001 · CSB/Operations Checkl...    |             | -400.00         |
| Bill         | 26-0506 jz     | 04/16/2026 |                         | YOUTH WRITING WORKSHOP - 04/1, 8, 1...     | 884.212 · General Youth Programs      | -400.00     | 400.00          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -400.00     | 400.00          |
| Bill ...     | 30316          | 04/16/2026 | Zubik, Jessica          | REIMBURSEMENT - PUZZLES, PIANO M...        | 001.001 · CSB/Operations Checkl...    |             | -50.00          |
| Bill         | 26-0503 JZ     | 04/16/2026 |                         | REIMBURSEMENT - PUZZLES, PIANO MA...       | 884.222 · General Youth Programs      | -50.00      | 50.00           |
| <b>TOTAL</b> |                |            |                         |  |                                       | -50.00      | 50.00           |
| Bill ...     | 30317          | 04/16/2026 | The Library Network     | 2026 - 77817 - SHARED OFFICE AUTOMA...     | 001.001 · CSB/Operations Checkl...    |             | -10,436.60      |
| Bill         | 77724          | 03/31/2026 | The Library Network     | 2026 - 77763 - 1ST QTR INTERNET            | 202.001 · Accounts Payable            | 0.00        | -1,339.08       |
| Bill         | 77817          | 04/16/2026 |                         | 2026 - 2ND QTR - SAS BASIC FEE - APR ...   | 965.200 · Shared Automation System    | -5,932.69   | 6,167.21        |
|              |                |            |                         | 2026 - 2ND QTR - SAS CIRCULATION CH...     | 965.200 · Shared Automation System    | -3,124.31   | 3,247.81        |
|              |                |            |                         | 2026 - 2ND QTR - SAS ITEM LINKED CHA...    | 965.100 · Bibliographic Database      | -1,379.60   | 1,434.13        |
| <b>TOTAL</b> |                |            |                         |  |                                       | -10,436.60  | 9,510.07        |
| Bill ...     | 30318          | 04/21/2026 | Main Street Church      | VOID: Midwest Literary Walk Venue Fee ...  | 001.001 · CSB/Operations Checkl...    |             | 0.00            |
| <b>TOTAL</b> |                |            |                         |  |                                       | 0.00        | 0.00            |
| Bill ...     | 30319          | 04/22/2026 | Main Street Church      | Midwest Literary Walk Venue Fee 2026       | 001.001 · CSB/Operations Checkl...    |             | -590.00         |
| Bill         | 26-0210 SP     | 03/31/2026 |                         | Midwest Literary Walk 2026 Venue Fee       | 884.111 · Midwest Literary Walk       | -590.00     | 590.00          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -590.00     | 590.00          |
| Bill ...     | 30320          | 04/22/2026 | UNIVERSITY OFFICE ...   | 596599624 - ACCT #1624667 - SITE 5597...   | 001.001 · CSB/Operations Checkl...    |             | -793.30         |
| Bill         | 596599624      | 04/21/2026 |                         | PUBLIC COPIER LEASE - 04/01 - 04/30/26     | 803.101 · Public Copier               | -241.82     | 241.82          |
|              |                |            |                         | STAFF COPIER LEASE - 04/01 - 04/30/26      | 803.102 · Staff Copier                | -437.18     | 437.18          |
|              |                |            |                         | SMALL PRINTER MAINTENANCE - 04/01 - ...    | 803.103 · Small Printer Maintenance   | -114.30     | 114.30          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -793.30     | 793.30          |
| Bill ...     | 30321          | 04/30/2026 | Amazon Capital Servi... |  | 001.001 · CSB/Operations Checkl...    |             | -1,699.53       |
| Bill         | 166Q-MJT4-FCPC | 04/23/2026 |                         | INGENUITY ENGINE SUPPLIES                  | 884.602 · Technology Programs - S...  | -55.99      | 55.99           |
| Bill         | 174Q-JTH4-GKQL | 04/23/2026 |                         | STRANGE PLANET                             | 884.272 · Teen General Programs       | -159.40     | 159.40          |
| Bill         | 19JY-GVDT-R4PY | 04/23/2026 |                         | KEYBOARD STICKERS                          | 884.126 · General Adult Programs      | -5.39       | 5.39            |
| Bill         | 13RT-LLF3-XRD3 | 04/23/2026 |                         | TEEN SHAPE DISPLAY BOOKS                   | 982.830 · Community Care Shelf        | -214.96     | 214.96          |
| Bill         | 1F7J-XJKJ-FGKY | 04/23/2026 |                         | PENCILS AND NOTEBOOKS                      | 884.222 · General Youth Programs      | -29.70      | 29.70           |
| Bill         | 1K47-1XC1-CYL7 | 04/23/2026 |                         | BEACH TOOLS                                | 884.228 · Summer Reading              | -66.39      | 66.39           |
|              |                |            |                         | AVERY LABELS                               | 884.227 · Outreach                    | -17.72      | 17.72           |
| Bill         | 11N3-4H4F-WHXK | 04/23/2026 |                         | TEEN CLASSICS - LOTR, THE ANALECTS...      | 982.820 · Youth Enhancement           | -71.61      | 71.61           |
| Bill         | 111L-MVKQ-D3CL | 04/23/2026 |                         | CORNHOLE BOARDS AND CARRIERS               | 884.226 · Summer Reading              | -129.27     | 129.27          |
| Bill         | 1CVY-PQQG-TXT1 | 04/23/2026 |                         | VIDEOGAMES                                 | 982.490 · Videogames                  | -69.98      | 69.98           |
| Bill         | 1N1K-LFJD-YJNK | 04/23/2026 |                         | STORAGE CONTAINERS                         | 884.222 · General Youth Programs      | -28.67      | 47.49           |
|              |                |            |                         | · Teen General Programs                    | 884.272 · Teen General Programs       | -43.68      | 72.35           |
| Bill         | 1FHT-JVJD-TX96 | 04/23/2026 |                         | STRANGE PLANET                             | 884.111 · Midwest Literary Walk       | -203.04     | 203.04          |
| Bill         | 1NYL-XF96-C4GT | 04/23/2026 |                         | FISKAR PAPER CUTTING BLADES                | 982.430 · Non-Traditional Collections | -18.97      | 18.97           |
| Bill         | 1RN6-4HJN-MYGT | 04/23/2026 |                         | STORAGE BAGS/BUTTERFLY SCRATCH ...         | 884.222 · General Youth Programs      | -19.48      | 19.48           |
| Bill         | 1XJ9-VTXX-MPW1 | 04/23/2026 |                         | · Multiple Book Copies - PROJECT HAIL M... | 982.740 · Multiple Book Copies        | -55.92      | 55.92           |
| Bill         | 14FD-1NPY-7L16 | 04/23/2026 |                         | · General Youth Programs                   | 884.222 · General Youth Programs      | -62.24      | 76.92           |
|              |                |            |                         | · Technology Programs - Supplies           | 884.602 · Technology Programs - S...  | -64.87      | 80.18           |
| Bill         | 1PFG-NH6J-GXPV | 04/23/2026 |                         | · Makerspace Equipment                     | 967.500 · Makerspace Equipment        | -139.82     | 139.82          |
| Bill         | 1JVK-VJP7-DNOY | 04/23/2026 |                         | · Multiple Book Copies                     | 982.740 · Multiple Book Copies        | -82.50      | 82.50           |
| Bill         | 1TNK-33QH-9XX9 | 04/23/2026 |                         | GIANT GAMES - CONNECT 4, DICE              | 884.700 · Mobile CDL Programming      | -159.94     | 159.94          |

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| Type         | Num        | Date       | Name                    | Memo  | Account                            | Paid Amount | Original Amount |
|--------------|------------|------------|-------------------------|---|------------------------------------|-------------|-----------------|
| <b>TOTAL</b> |            |            |                         |   |                                    | -1,699.53   | 1,777.01        |
| Bill ...     | 30322      | 04/30/2026 | A Production Cleanin... |   | 001.001 · CSB/Operations Checkl... |             | -4,550.00       |
| Bill         | 16862      | 04/27/2026 |                         | CLEANING 04/12/26 - 04/25/26                | 803.605 · Janitorial               | -1,750.00   | 1,750.00        |
| Bill         | 16863      | 04/27/2026 |                         | CLEANING RUGS 04/25/26                      | 803.605 · Janitorial               | -1,400.00   | 1,400.00        |
| Bill         | 16864      | 04/27/2026 |                         | WINDOW CLEANING 04/22/26                    | 803.605 · Janitorial               | -1,400.00   | 1,400.00        |
| <b>TOTAL</b> |            |            |                         |   |                                    | -4,550.00   | 4,550.00        |
| Bill ...     | 30323      | 04/30/2026 | A T & T Mobility        | ACCT 287286231198X - INV 04142026 - IS...   | 001.001 · CSB/Operations Checkl... |             | -218.19         |
| Bill         | X04142026  | 04/23/2026 |                         | 2026 - PUBLIC WIFI HOT SPOTS 04/07 - 0...   | 850.311 · WiFi Hotspots            | -218.19     | 218.19          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -218.19     | 218.19          |
| Bill ...     | 30324      | 04/30/2026 | AMERICAN UNITED LI...   | GROUP: G 00623836-0000-000 - MAY 05/...     | 001.001 · CSB/Operations Checkl... |             | -892.78         |
| Bill         | 20260417   | 04/27/2026 |                         | MAY 05/01/2026 -05/31/2026 - 26-2480-LB     | 710.200 · Per Svcs-Fringe Flex Ben | -892.78     | 892.78          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -892.78     | 892.78          |
| Bill ...     | 30325      | 04/30/2026 | Ann Arbor Symphony...   | INV 508 - 2026 - Kinderconcert, Acct #4...  | 001.001 · CSB/Operations Checkl... |             | -160.00         |
| Bill         | 508        | 04/29/2026 |                         | 2026 - 05/02/26 KINDERCONCERT               | 884.212 · General Youth Programs   | -160.00     | 160.00          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -160.00     | 160.00          |
| Bill ...     | 30326      | 04/30/2026 | AUTHORS UNBOUND         | INVOICE 9295- MLW26 - \$1096.41, CLaTr...   | 001.001 · CSB/Operations Checkl... |             | -1,096.41       |
| Bill         | 9295       | 04/23/2026 |                         | MLW26 - TRAVEL CHRIS LA TRAY                | 884.111 · Midwest Literary Walk    | -1,096.41   | 1,096.41        |
| <b>TOTAL</b> |            |            |                         |   |                                    | -1,096.41   | 1,096.41        |
| Bill ...     | 30327      | 04/30/2026 | Ballard, Kerry          | 2026 - BOOKKEEPING TO 05/01/26              | 001.001 · CSB/Operations Checkl... |             | -961.54         |
| Bill         | 260501     | 04/26/2026 |                         | 2026 - BOOKKEEPING TO 05/01/26              | 801.040 · Accounting Coordinator   | -961.54     | 961.54          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -961.54     | 961.54          |
| Bill ...     | 30328      | 04/30/2026 | Chelsea Area Chamb...   | 2026-27 SCULPTURE WALK SPONSORS...          | 001.001 · CSB/Operations Checkl... |             | -2,000.00       |
| Bill         | Y19536     | 04/29/2026 |                         | 2026 MAIN STAGE SPONSORSHIP - SOU...        | 860.140 · Sponsorships             | -2,000.00   | 2,000.00        |
| <b>TOTAL</b> |            |            |                         |   |                                    | -2,000.00   | 2,000.00        |
| Bill ...     | 30329      | 04/30/2026 | Chelsea House Victo...  | RESERVATION - 54T44474 - MLW26 - NA...      | 001.001 · CSB/Operations Checkl... |             | -180.00         |
| Bill         | 26-0320-SP | 04/23/2026 |                         | MLW26 - NATHAN PYLE LODGING                 | 884.111 · Midwest Literary Walk    | -180.00     | 180.00          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -180.00     | 180.00          |
| Bill ...     | 30330      | 04/30/2026 | Cintas Corporation-300  | 4266430640 ACCT# 14203324                   | 001.001 · CSB/Operations Checkl... |             | -166.37         |
| Bill         | 4266430640 | 04/27/2026 |                         | 2026 - RUGS                                 | 729.300 · Supplies-Cleaning Rugs   | -143.79     | 143.79          |
|              |            |            |                         | 2026 - CLEANING SUPPLIES/SOAP               | 729.200 · Supplies-Cleaning Sup    | -22.58      | 22.58           |
| <b>TOTAL</b> |            |            |                         |   |                                    | -166.37     | 166.37          |
| Bill ...     | 30331      | 04/30/2026 | COMFORT, MARK           | DUNGEON MASTER - FAMILY D&D 04/1...         | 001.001 · CSB/Operations Checkl... |             | -350.00         |
| Bill         | 26-1104-SC | 04/23/2026 |                         | FAMILY D&D 04/14, 04/21, 04/28, 05/05, 0... | 884.212 · General Youth Programs   | -350.00     | 350.00          |
| <b>TOTAL</b> |            |            |                         |   |                                    | -350.00     | 350.00          |
| Bill ...     | 30332      | 04/30/2026 | Constellation NewEn...  | INV 4566748 - ACCT BG-303066 - MAR 0...     | 001.001 · CSB/Operations Checkl... |             | -1,570.57       |
| Bill         | 4566748    | 04/27/2026 |                         | MAR 02/19/26 - 03/18/26                     | 920.200 · Natural Gas Utilities    | -1,570.57   | 1,570.57        |
| <b>TOTAL</b> |            |            |                         |   |                                    | -1,570.57   | 1,570.57        |
| Bill ...     | 30333      | 04/30/2026 | Costco Anywhere Visa    | ACCT ENDING 3253 03/18/26 - 04/17/26 ...    | 001.001 · CSB/Operations Checkl... |             | -273.00         |
| Bill         | 20260514   | 04/23/2026 |                         | 2026 EMPLOYMENT LAW HANDBOOK                | 982.750 · Professional Collection  | -217.95     | 273.00          |
|              |            |            |                         | REGISTER RECEIPT - BATTERIES                | 727.100 · Supplies - General Op    | -45.48      | 56.97           |
|              |            |            |                         | REGISTER RECEIPT - NAPKINS                  | 729.100 · Supplies-Cleaning-Paper  | -9.57       | 11.99           |
| <b>TOTAL</b> |            |            |                         |   |                                    | -273.00     | 341.96          |
| Bill ...     | 30334      | 04/30/2026 | Crimson Multimedia ...  | 028787 - CUSTOMER ID 16151                  | 001.001 · CSB/Operations Checkl... |             | -743.04         |

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|--------------|---------------|------------|---------------------------|--|--------------------------------------|-------------|-----------------|
| Bill         | 028727        | 04/29/2026 |                           | 2026 - VIDEO GAMES FOR COLLECTION            | 982.490 · Videogames                 | -743.04     | 743.04          |
| <b>TOTAL</b> |               |            |                           |  |                                      | -743.04     | 743.04          |
| Bill ...     | 30335         | 04/30/2026 | DeMea, Karla              | 2026 - PRESENTER - TODDLERTIME 04/30         | 001.001 · CSB/Operations Checkl...   |             | -50.00          |
| Bill         | 26-0509-JZ    | 04/29/2026 |                           | 2026 - PRESENTER - TODDLERTIME 04/30         | 884.215 · Early Literacy             | -50.00      | 50.00           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -50.00      | 50.00           |
| Bill ...     | 30336         | 04/30/2026 | Dollar Bill Printing      | DB-110368-INV                                | 001.001 · CSB/Operations Checkl...   |             | -59.40          |
| Bill         | DB-110368-INV | 04/29/2026 |                           | 3 EMPLOYEE NAME TAGS                         | 880.340 · Printed Items / Stationary | -59.40      | 59.40           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -59.40      | 59.40           |
| Bill ...     | 30337         | 04/30/2026 | DYSON, HEATHER            | SUMMER READING - FRIENDSHIP BRAC...          | 001.001 · CSB/Operations Checkl...   |             | -200.00         |
| Bill         | 26-3826-SC    | 06/09/2026 |                           | 2026 - SUMMER READING - FRIENDSHIP ...       | 884.261 · Teen Summer Reading        | -200.00     | 200.00          |
| <b>TOTAL</b> |               |            |                           |  |                                      | -200.00     | 200.00          |
| Bill ...     | 30338         | 04/30/2026 | EMPOWER                   | VOID: PAYROLL #9 - 04/12/26 - 04/25/26 ...   | 001.001 · CSB/Operations Checkl...   |             | 0.00            |
| <b>TOTAL</b> |               |            |                           |  |                                      | 0.00        | 0.00            |
| Bill ...     | 30339         | 04/30/2026 | ESCAPE ROOM NOVI          | SRP - ESCAPE ROOM FINAL PMT, \$200 ...       | 001.001 · CSB/Operations Checkl...   |             | -230.00         |
| Bill         | 26-XXX2-SC    | 06/06/2026 |                           | 2026 - SUMMER READING - FINAL PMT - ...      | 884.261 · Teen Summer Reading        | -200.00     | 200.00          |
|              |               |            |                           | 2026 - SUMMER READING - FINAL PMT - ...      | 884.226 · Summer Reading             | -30.00      | 30.00           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -230.00     | 230.00          |
| Bill ...     | 30340         | 04/30/2026 | Foster Swift Collins &... | INV 939667 - CLIENT 21969-00002              | 001.001 · CSB/Operations Checkl...   |             | -160.20         |
| Bill         | 939667        | 04/27/2026 |                           | FINE ISSUE                                   | 801.010 · Attorney                   | -160.20     | 160.20          |
| <b>TOTAL</b> |               |            |                           |  |                                      | -160.20     | 160.20          |
| Bill ...     | 30341         | 04/30/2026 | FUN EXPRESS               | INV 74141380201 ACCT 783724                  | 001.001 · CSB/Operations Checkl...   |             | -402.89         |
| Bill         | 74141380201   | 04/29/2026 |                           | SRP  | 884.226 · Summer Reading             | -382.99     | 382.99          |
|              |               |            |                           | OUTREACH - BUTTERFLY SCRATCH OR...           | 884.227 · Outreach                   | -19.90      | 19.90           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -402.89     | 402.89          |
| Bill ...     | 30342         | 04/30/2026 | Glacopuzzi, Jacopo        | VOID: ACH - Music in the Air 2026 - \$325... | 001.001 · CSB/Operations Checkl...   |             | 0.00            |
| <b>TOTAL</b> |               |            |                           |  |                                      | 0.00        | 0.00            |
| Bill ...     | 30343         | 04/30/2026 | Great Lakes Ace Hard...   |  | 001.001 · CSB/Operations Checkl...   |             | -59.97          |
| Bill         | 19584/154     | 04/29/2026 |                           | PROGRAM SUPPLIES                             | 884.602 · Technology Programs - S... | -40.81      | 40.81           |
| Bill         | 19583/154     | 04/29/2026 |                           | PROGRAM SUPPLIES                             | 884.602 · Technology Programs - S... | -19.16      | 19.16           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -59.97      | 59.97           |
| Bill ...     | 30344         | 04/30/2026 | Highland Township P...    | Inv # Circ_122 - Lost/Damage Book - BO...    | 001.001 · CSB/Operations Checkl...   |             | -16.00          |
| Bill         | Circ_122      | 04/23/2026 |                           | L/D Highland Book                            | 982.730 · Adult Ref.                 | -16.00      | 16.00           |
| <b>TOTAL</b> |               |            |                           |  |                                      | -16.00      | 16.00           |
| Bill ...     | 30345         | 04/30/2026 | Ingram Library Servic...  |  | 001.001 · CSB/Operations Checkl...   |             | -4,979.68       |
| Bill         | 94821284      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -317.88     | 317.88          |
| Bill         | 94821280      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -34.31      | 34.31           |
| Bill         | 94821270      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -18.52      | 18.52           |
| Bill         | 94821274      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -22.14      | 22.14           |
| Bill         | 94821271      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -10.42      | 10.42           |
| Bill         | 94838427      | 04/23/2026 |                           | · Teen General Programs                      | 884.272 · Teen General Programs      | -7.19       | 7.19            |
| Bill         | 94893826      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -11.30      | 11.30           |
| Bill         | 94782575      | 04/23/2026 |                           | · Teen General Programs                      | 884.272 · Teen General Programs      | -81.13      | 61.13           |
| Bill         | 94934640      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -8.24       | 8.24            |
| Bill         | 94934625      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -7.98       | 7.98            |
| Bill         | 94934636      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -52.27      | 52.27           |
| Bill         | 94934624      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -12.17      | 12.17           |
| Bill         | 94934635      | 04/23/2026 |                           | · Mobile CDL - Youth                         | 982.761 · Mobile CDL - Youth         | -9.25       | 9.25            |
| Bill         | 94934626      | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -12.71      | 12.71           |
| Bill         | 9499232       | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -100.05     | 100.05          |
| Bill         | 9499223       | 04/23/2026 |                           | · Youth Print General                        | 982.760 · Youth Print General        | -11.30      | 11.30           |
| Bill         | 9499229       | 04/23/2026 |                           | · Mobile CDL - Youth                         | 982.761 · Mobile CDL - Youth         | -6.85       | 6.85            |

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|------|----------|------------|------|----------------------|------------------------------|-------------|-----------------|
| Bill | 94999234 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.84      | 11.84           |
| Bill | 94999236 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.84      | 11.84           |
| Bill | 95015552 | 04/23/2026 |      | Mobile CDL - Youth   | 982.761 Mobile CDL - Youth   | -42.42      | 42.42           |
| Bill | 95015553 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -21.52      | 21.52           |
| Bill | 95015554 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -62.41      | 62.41           |
| Bill | 95072965 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -90.79      | 90.79           |
| Bill | 95072957 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.84      | 11.84           |
| Bill | 95072960 | 04/23/2026 |      | Mobile CDL - Youth   | 982.761 Mobile CDL - Youth   | -8.85       | 8.85            |
| Bill | 95072952 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -48.63      | 48.63           |
| Bill | 95072964 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -10.25      | 10.25           |
| Bill | 95072966 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.63      | 11.63           |
| Bill | 95072985 | 04/23/2026 |      | Youth Print General  | 982.761 Mobile CDL - Youth   | -388.62     | 388.62          |
| Bill | 95072974 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -8.45       | 8.45            |
| Bill | 95072970 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -24.88      | 24.88           |
| Bill | 95072978 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -23.68      | 23.68           |
| Bill | 95072977 | 04/23/2026 |      | Mobile CDL - Youth   | 982.761 Mobile CDL - Youth   | -9.84       | 9.84            |
| Bill | 95106387 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.68      | 17.68           |
| Bill | 95106386 | 04/23/2026 |      | Adult Large Print    | 982.710 Adult Large Print    | -22.48      | 22.48           |
| Bill | 95106388 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.04      | 17.04           |
| Bill | 95106391 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -209.62     | 209.62          |
| Bill | 95106389 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -13.25      | 13.25           |
| Bill | 95106390 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -98.76      | 98.76           |
| Bill | 95201048 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -20.28      | 20.28           |
| Bill | 95201038 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -34.58      | 34.58           |
| Bill | 95201052 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -65.89      | 65.89           |
| Bill | 95201042 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -13.79      | 13.79           |
| Bill | 95201044 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -24.13      | 24.13           |
| Bill | 95201049 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -20.82      | 20.82           |
| Bill | 95201060 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.57      | 17.57           |
| Bill | 95201051 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -18.66      | 18.66           |
| Bill | 95201041 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -18.60      | 18.60           |
| Bill | 95201039 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -25.68      | 25.68           |
| Bill | 95201043 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -22.98      | 22.98           |
| Bill | 95201047 | 04/23/2026 |      | Multiple Book Copies | 982.740 Multiple Book Copies | -17.58      | 17.58           |
| Bill | 95201037 | 04/23/2026 |      | Multiple Book Copies | 982.710 Adult Large Print    | -24.71      | 24.71           |
| Bill | 95201046 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -14.16      | 14.16           |
| Bill | 95201053 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -309.13     | 309.13          |
| Bill | 95201040 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.63      | 11.63           |
| Bill | 95201045 | 04/23/2026 |      | Youth Print General  | 982.760 Youth Print General  | -11.63      | 11.63           |
| Bill | 95201055 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -19.19      | 19.19           |
| Bill | 95201054 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.03      | 17.03           |
| Bill | 95236980 | 04/23/2026 |      | Adult Print General  | 982.721 Mobile CDL - Adult   | -17.24      | 17.24           |
| Bill | 95236981 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -13.46      | 13.46           |
| Bill | 95269290 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -33.95      | 33.95           |
| Bill | 95269286 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.25      | 17.25           |
| Bill | 95269293 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -62.24      | 62.24           |
| Bill | 95269282 | 04/23/2026 |      | Adult Large Print    | 982.710 Adult Large Print    | -23.47      | 23.47           |
| Bill | 95269291 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.24      | 17.24           |
| Bill | 95269287 | 04/23/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -23.14      | 23.14           |
| Bill | 95269283 | 04/23/2026 |      | Adult Print General  | 982.720 Adult Print General  | -19.19      | 19.19           |
| Bill | 95269295 | 04/23/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -18.86      | 18.86           |
| Bill | 95283958 | 04/23/2026 |      | Book Club Supplies   | 884.128 Book Club Supplies   | -205.14     | 205.14          |
| Bill | 95297456 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -12.93      | 12.93           |
| Bill | 95297454 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -18.32      | 18.32           |
| Bill | 95297448 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.21      | 16.21           |
| Bill | 95297455 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -32.93      | 32.93           |
| Bill | 95297450 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.58      | 17.58           |
| Bill | 95297452 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.25      | 17.25           |
| Bill | 95297458 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -69.54      | 69.54           |
| Bill | 95297451 | 04/30/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -47.23      | 47.23           |
| Bill | 95297461 | 04/30/2026 |      | Multiple Book Copies | 982.740 Multiple Book Copies | -16.20      | 16.20           |
| Bill | 95297453 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.17      | 16.17           |
| Bill | 95297463 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.71      | 16.71           |
| Bill | 95297462 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -18.33      | 18.33           |
| Bill | 95312602 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -31.09      | 31.09           |
| Bill | 95328115 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.71      | 16.71           |
| Bill | 95328119 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -48.55      | 48.55           |
| Bill | 95328114 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -58.15      | 58.15           |
| Bill | 95328108 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -33.42      | 33.42           |
| Bill | 95328110 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -18.87      | 18.87           |
| Bill | 95328118 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.25      | 17.25           |
| Bill | 95328111 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -19.95      | 19.95           |
| Bill | 95328112 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -30.00      | 30.00           |
| Bill | 95328113 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.17      | 16.17           |
| Bill | 95328117 | 04/30/2026 |      | Multiple Book Copies | 982.740 Multiple Book Copies | -17.25      | 17.25           |
| Bill | 95328107 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -11.65      | 11.65           |
| Bill | 95328126 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.24      | 17.24           |
| Bill | 95328124 | 04/30/2026 |      | Adult Large Print    | 982.710 Adult Large Print    | -23.14      | 23.14           |
| Bill | 95328125 | 04/30/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -23.14      | 23.14           |
| Bill | 95328127 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -35.00      | 35.00           |
| Bill | 95365780 | 04/30/2026 |      | Multiple Book Copies | 982.740 Multiple Book Copies | -100.96     | 100.96          |
| Bill | 95365784 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.17      | 16.17           |
| Bill | 95365779 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -20.61      | 20.61           |
| Bill | 95365788 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.20      | 16.20           |
| Bill | 95365789 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -17.28      | 17.28           |
| Bill | 95365787 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -16.70      | 16.70           |
| Bill | 95365783 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -13.84      | 13.84           |
| Bill | 95365782 | 04/30/2026 |      | Adult Large Print    | 982.710 Adult Large Print    | -35.24      | 35.24           |
| Bill | 95365781 | 04/30/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -35.24      | 35.24           |
| Bill | 95402679 | 04/30/2026 |      | Adult Print General  | 982.720 Adult Print General  | -55.18      | 55.18           |
| Bill | 95402680 | 04/30/2026 |      | Mobile CDL - Adult   | 982.721 Mobile CDL - Adult   | -34.48      | 34.48           |

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| Type         | Num        | Date       | Name                     | Memo  | Account                              | Paid Amount      | Original Amount |
|--------------|------------|------------|--------------------------|---|--------------------------------------|------------------|-----------------|
| Bill         | 95402687   | 04/30/2026 |                          | Multiple Book Copies                        | 982.740 · Multiple Book Copies       | -16.71           | 16.71           |
| Bill         | 95402681   | 04/30/2026 |                          | Adult Large Print                           | 982.710 · Adult Large Print          | -32.72           | 32.72           |
| Bill         | 95402685   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -14.45           | 14.45           |
| Bill         | 95402682   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -16.17           | 16.17           |
| Bill         | 95402684   | 04/30/2026 |                          | Multiple Book Copies                        | 982.740 · Multiple Book Copies       | -17.25           | 17.25           |
| Bill         | 95402690   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -14.54           | 14.54           |
| Bill         | 95422012   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -15.55           | 15.55           |
| Bill         | 95422010   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -20.65           | 20.65           |
| Bill         | 95422008   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -27.09           | 27.09           |
| Bill         | 95422007   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -33.33           | 33.33           |
| Bill         | 95422006   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -14.79           | 14.79           |
| Bill         | 95422011   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -27.22           | 27.22           |
| Bill         | 95437211   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -311.11          | 311.11          |
| Bill         | 95437212   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -11.85           | 11.85           |
| Bill         | 95365794   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -17.58           | 17.58           |
| Bill         | 95365795   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -17.58           | 17.58           |
| Bill         | 95437213   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -16.71           | 16.71           |
| Bill         | 95466732   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -34.01           | 34.01           |
| Bill         | 95466724   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -13.54           | 13.54           |
| Bill         | 95466726   | 04/30/2026 |                          | Adult Large Print                           | 982.710 · Adult Large Print          | -39.45           | 39.45           |
| Bill         | 95466730   | 04/30/2026 |                          | Mobile CDL - Adult                          | 982.720 · Mobile CDL - Adult         | -17.55           | 17.55           |
| Bill         | 95466728   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -32.55           | 32.55           |
| Bill         | 95466731   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -14.45           | 14.45           |
| Bill         | 95466727   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -29.91           | 29.91           |
| Bill         | 95466729   | 04/30/2026 |                          | Multiple Book Copies                        | 982.740 · Multiple Book Copies       | -12.93           | 12.93           |
| Bill         | 95466736   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -19.95           | 19.95           |
| Bill         | 95494566   | 04/30/2026 |                          | Adult Print General                         | 982.720 · Adult Print General        | -36.11           | 36.11           |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-4,979.68</b> | <b>4,979.68</b> |
| Bill ...     | 30346      | 04/30/2026 | KANOPY INC               | KANOPY BORROWS - MAR 2026                   | 001.001 · CSB/Operations Checkl...   |                  | -264.35         |
| Bill         | 497639-PPU | 04/23/2026 |                          | 2026 - KANOPY VIDEO PLAYS - MAR             | 982.410 · Electronic Products/Subs   | -264.35          | 264.35          |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-264.35</b>   | <b>264.35</b>   |
| Bill ...     | 30347      | 04/30/2026 | MC creative design & ... |   | 001.001 · CSB/Operations Checkl...   |                  | -2,500.00       |
| Bill         | 863        | 04/30/2026 |                          | 2026 - SUMMER NEWLETTER                     | 880.521 · Graphic Design Services    | -2,000.00        | 2,000.00        |
| Bill         | 864        | 04/30/2026 |                          | 2026 - MLW26                                | 880.522 · Photography Services       | -500.00          | 500.00          |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-2,500.00</b> | <b>2,500.00</b> |
| Bill ...     | 30349      | 04/30/2026 | Midwest Tape - Hoopla    | 508659890, ACCT 2000016156                  | 001.001 · CSB/Operations Checkl...   |                  | -4,071.64       |
| Bill         | 508659890  | 04/23/2026 |                          | MAR PLAYS HOOPLA                            | 982.410 · Electronic Products/Subs   | -4,071.64        | 4,071.64        |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-4,071.64</b> | <b>4,071.64</b> |
| Bill ...     | 30350      | 04/30/2026 | PAPP, ASHLIE             | PRESENTER 07/09/26 - hold in safe - run ... | 001.001 · CSB/Operations Checkl...   |                  | -350.00         |
| Bill         | 26-0376-SC | 06/01/2026 |                          | PROGRAM 07/09/26 - THE MAD SLIMICIST        | 884.261 · Teen Summer Reading        | -300.00          | 300.00          |
|              |            |            |                          | PROGRAM 07/09/26 - THE MAD SLIMICIS...      | 884.261 · Teen Summer Reading        | -50.00           | 50.00           |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-350.00</b>   | <b>350.00</b>   |
| Bill ...     | 30351      | 04/30/2026 | Powers, Shannon H        | REIMBURSEMENT - MLW AUTHOR DINN...          | 001.001 · CSB/Operations Checkl...   |                  | -424.96         |
| Bill         | 26-0323-SP | 04/23/2026 |                          | REIMBURSEMENT - MLW AUTHOR DINN...          | 884.911 · Adult Prog Rest Gifts M... | -424.96          | 424.96          |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-424.96</b>   | <b>424.96</b>   |
| Bill ...     | 30352      | 04/30/2026 | RK Studios               | 04/27/26 LETTER - MLW26                     | 001.001 · CSB/Operations Checkl...   |                  | -450.00         |
| Bill         | 26-4189-VK | 04/29/2026 |                          | 04/27 - FOR MLW26 04/18, MAIN STREET...     | 860.522 · Photography Services       | -450.00          | 450.00          |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-450.00</b>   | <b>450.00</b>   |
| Bill ...     | 30353      | 04/30/2026 | SANGOMA US INC           | INV C1147269 ACCT #LO-0000247807            | 001.001 · CSB/Operations Checkl...   |                  | -486.85         |
| Bill         | C1147269   | 04/29/2026 |                          | VOIP - 03/26/26 - 05/25/26                  | 860.120 · Telephone                  | -486.85          | 486.85          |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-486.85</b>   | <b>486.85</b>   |
| Bill ...     | 30354      | 04/30/2026 | Serendipity Books        | 144811                                      | 001.001 · CSB/Operations Checkl...   |                  | -25.00          |
| Bill         | 144811     | 04/23/2026 |                          | MLW26 - EVALUATIONS GIFT CARD WIN...        | 884.111 · Midwest Literary Walk      | -25.00           | 25.00           |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>-25.00</b>    | <b>25.00</b>    |
| Bill ...     | 30355      | 04/30/2026 | Slomovits, Sandor        | VOID: FROM BROADWAY AND HOLLYW...           | 001.001 · CSB/Operations Checkl...   |                  | 0.00            |
| <b>TOTAL</b> |            |            |                          |   |                                      | <b>0.00</b>      | <b>0.00</b>     |

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| Type     | Num                   | Date       | Name                   | Memo  | Account                                | Paid Amount | Original Amount |
|----------|-----------------------|------------|------------------------|---|--|-------------|-----------------|
| Bill ... | 30356                 | 04/30/2026 | STATE OF MICHIGAN...   | Serial #045160 - WCL                          | 001.001 - CSB/Operations Checkl...     |             | -190.55         |
| Bill     | 99R2602197            | 04/27/2026 |                        | SERIAL# 045160 WCL                            | 803.630 - Elevator                     | -190.55     | 190.55          |
| TOTAL    |                       |            |                        |   |  | -190.55     | 190.55          |
| Bill ... | 30357                 | 04/30/2026 | T-MOBILE               | 2026 - ACCT 975550022 - STATEMENT D...        | 001.001 - CSB/Operations Checkl...     |             | -383.31         |
| Bill     | 975550022 - 05/13/... | 04/30/2026 |                        | 2026 - T-MOBILE WIFI HOTSPOTS - 05/1...       | 850.311 - WIFI Hotspots                | -348.31     | 348.31          |
|          |                       |            |                        | 2026 - MOBEE CELL - 05/13/2026 FOR O...       | 850.122 - Telecommunications -Mo...    | -35.00      | 35.00           |
| TOTAL    |                       |            |                        |   |  | -383.31     | 383.31          |
| Bill ... | 30358                 | 04/30/2026 | THE LAVIN AGENCY       | VOID: 27481-3 - NATHAN PYLE - TRAVEL...       | 001.001 - CSB/Operations Checkl...     |             | 0.00            |
| TOTAL    |                       |            |                        |   |  | 0.00        | 0.00            |
| Bill ... | 30359                 | 04/30/2026 | The Library Network    | 77934 - MOVIE LICENSE - BLANKET - 04/...      | 001.001 - CSB/Operations Checkl...     |             | -523.00         |
| Bill     | 77934                 | 04/23/2026 |                        | MOVIE LICENSE - BLANKET - 04/26 - 03/27       | 884.300 - Site License Movies          | -523.00     | 523.00          |
| TOTAL    |                       |            |                        |   |  | -523.00     | 523.00          |
| Bill ... | 30360                 | 04/30/2026 | Waterford Township ... | Lost Book - CAMINO GHOSTS - 3908215...        | 001.001 - CSB/Operations Checkl...     |             | -32.00          |
| Bill     | 20260325              | 04/23/2026 |                        | Lost Book                                     | 982.730 - Adult Ref.                   | -32.00      | 32.00           |
| TOTAL    |                       |            |                        |   |  | -32.00      | 32.00           |
| Bill ... | 30361                 | 04/30/2026 | Zubik, Jessloa         | 04/22 & 29 YOUTH PROGRAM SNACKS               | 001.001 - CSB/Operations Checkl...     |             | -31.81          |
| Bill     | 26-0507-JZ            | 04/29/2026 |                        | REIMBURSEMENT - 04/22 & 29 YOUTH P...         | 884.222 - General Youth Programs       | -31.81      | 31.81           |
| TOTAL    |                       |            |                        |   |  | -31.81      | 31.81           |
| Bill ... | 30383                 | 04/30/2026 | Midwest Tape           | VOID:   | 001.001 - CSB/Operations Checkl...     |             | -649.75         |
| Bill     | 508725553             | 04/29/2026 |                        | APR - MAY BoCs                                | 962.120 - Adult Books on Disc          | -82.98      | 82.98           |
| Bill     | 508759535             | 04/29/2026 |                        | APR - MAY BoCs                                | 962.120 - Adult Books on Disc          | -119.98     | 119.98          |
| Bill     | 508759533             | 04/30/2026 |                        | APR NF DVDs                                   | 982.470 - DVD Non-Fiction              | -15.74      | 15.74           |
| Bill     | 508769534             | 04/30/2026 |                        | APR FEATURE, FOREIGN, TV, DVDs                | 982.460 - DVD Feature                  | -101.20     | 101.20          |
| Bill     | 508725551             | 04/30/2026 |                        | POPPY WIDESCREEN                              | 982.460 - DVD Feature                  | -14.99      | 14.99           |
| Bill     | 508725552             | 04/30/2026 |                        | POPPY WIDESCREEN                              | 982.460 - DVD Feature                  | -314.86     | 314.86          |
| TOTAL    |                       |            |                        |   |  | -649.75     | 649.75          |
| Bill ... | ACH040326             | 04/03/2026 | THE LAVIN AGENCY       | PAY VIA ACH - 27481-2 - NATHAN PYLE           | 001.001 - CSB/Operations Checkl...     |             | -8,000.00       |
| Bill     | 27481-2               | 04/01/2026 |                        | 2026 MLW - HONORARIUM                         | 884.119 - General Adult Events         | -5,500.00   | 5,500.00        |
|          |                       |            |                        | 2026 MLW - HONORARIUM - ARTIST IN R...        | 884.510 - Artist in Residence          | -1,500.00   | 1,500.00        |
|          |                       |            |                        | 2026 MLW - HONORARIUM - ARTIST IN R...        | 884.970 - Artist in Residence Restr... | -1,000.00   | 1,000.00        |
| TOTAL    |                       |            |                        |   |  | -8,000.00   | 8,000.00        |
| Bill ... | ACH03062026           | 04/01/2026 | EMPOWER                | PAYROLL #5 - 02/15/26 - 02/28/26 PAID 0...    | 001.001 - CSB/Operations Checkl...     |             | -6,458.51       |
| Bill     | 20260215              | 03/06/2026 |                        | 02/15/26 - 02/28/26 PAID 03/06/26 - PR ER...  | 231.002 - Payroll Lia/401A MitchER     | -1,942.38   | 1,942.38        |
|          |                       |            |                        | 02/15/26 - 02/28/26 PAID 03/06/26 - PR EE...  | 702.300 - Per Svcs - Retmnt - EE       | -2,961.65   | 2,961.65        |
|          |                       |            |                        | 02/15/26 - 02/28/26 PAID 03/06/26 - PR FL...  | 710.500 - Per Svcs - Fringe B ER       | -898.92     | 898.92          |
|          |                       |            |                        | 02/15/26 - 02/28/26 PAID 03/06/26 - PR 45...  | 702.303 - Per Svcs - EE - Fringe B...  | -655.56     | 655.56          |
| TOTAL    |                       |            |                        |   |  | -6,458.51   | 6,458.51        |
| Bill ... | ACH03202026           | 04/03/2026 | EMPOWER                | PAYROLL #6 - 03/01/26 - 03/14/26 PAID 0...    | 001.001 - CSB/Operations Checkl...     |             | -6,458.51       |
| Bill     | 20260301              | 03/20/2026 |                        | 03/01 - 03/14/26 PAID 03/20/26 - PR ER 5...   | 231.002 - Payroll Lia/401A MitchER     | -1,942.38   | 1,942.38        |
|          |                       |            |                        | 03/01 - 03/14/26 PAID 03/20/26 - PR EE PE...  | 702.300 - Per Svcs - Retmnt - EE       | -2,961.65   | 2,961.65        |
|          |                       |            |                        | 03/01 - 03/14/26 PAID 03/20/26 - PR FLEX ...  | 710.500 - Per Svcs - Fringe B ER       | -898.92     | 898.92          |
|          |                       |            |                        | 03/01 - 03/14/26 PAID 03/20/26 - PR 457(b)... | 702.303 - Per Svcs - EE - Fringe B...  | -655.56     | 655.56          |
| TOTAL    |                       |            |                        |   |  | -6,458.51   | 6,458.51        |
| Bill ... | ACH04012026           | 04/08/2026 | EMPOWER                | PAYROLL #7 - 03/15/26 - 03/28/26 PAID 0...    | 001.001 - CSB/Operations Checkl...     |             | -6,458.51       |
| Bill     | 20260315              | 04/08/2026 |                        | 03/15/26 - 03/28/26 PAID 04/03/26 - PR ER...  | 231.002 - Payroll Lia/401A MitchER     | -1,942.38   | 1,942.38        |
|          |                       |            |                        | 03/15/26 - 03/28/26 PAID 04/03/26 - PR EE...  | 702.300 - Per Svcs - Retmnt - EE       | -2,961.65   | 2,961.65        |
|          |                       |            |                        | 03/15/26 - 03/28/26 PAID 04/03/26 - PR FL...  | 710.500 - Per Svcs - Fringe B ER       | -898.92     | 898.92          |
|          |                       |            |                        | 03/15/26 - 03/28/26 PAID 04/03/26 - PR 45...  | 702.303 - Per Svcs - EE - Fringe B...  | -655.56     | 655.56          |
| TOTAL    |                       |            |                        |   |  | -6,458.51   | 6,458.51        |
| Bill ... | ACH04012058           | 04/01/2026 | The Library Network    | VOID: 2026 - 77753 - 1ST QTR INTERNET         | 001.001 - CSB/Operations Checkl...     |             | 0.00            |

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Monthly Check Register

April 2026

| Type         | Num            | Date       | Name                    | Memo   | Account                               | Paid Amount | Original Amount |
|--------------|----------------|------------|-------------------------|--|---------------------------------------|-------------|-----------------|
| <b>TOTAL</b> |                |            |                         |  |                                       | 0.00        | 0.00            |
| Bill ...     | ACH04152026    | 04/17/2026 | EMPOWER                 | PAYROLL #8 - 03/29/26 - 04/11/26 PAID 0...   | 001.001 · CSB/Operations Checkl...    |             | -6,538.79       |
| Bill         | 20260329       | 04/17/2026 |                         | 03/29/26 - 04/11/26 PAID 04/17/26 - PR ER... | 231.002 · Payroll Lia/401A MtchER     | -2,004.60   | 2,004.60        |
|              |                |            |                         | 03/29/26 - 04/11/26 PAID 04/17/26 - PR EE... | 702.300 · Per Svcs - Retrmnt - EE     | -2,979.71   | 2,979.71        |
|              |                |            |                         | 03/29/26 - 04/11/26 PAID 04/17/26 - PR FL... | 710.500 · Per Svcs - Fringe B ER      | -898.92     | 898.92          |
|              |                |            |                         | 03/29/26 - 04/11/26 PAID 04/17/26 - PR 45... | 702.303 · Per Svcs - EE - Fringe B... | -655.56     | 655.56          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -6,538.79   | 6,538.79        |
| Bill ...     | ACH04302026    | 04/30/2026 | EMPOWER                 | PAYROLL #9 - 04/12/26 - 04/25/26 PAID 0...   | 001.001 · CSB/Operations Checkl...    |             | -6,598.88       |
| Bill         | 20260412       | 04/28/2026 |                         | 04/12/26 - 04/25/26 PAID 05/01/26 - PR ER... | 231.002 · Payroll Lia/401A MtchER     | -2,014.69   | 2,014.69        |
|              |                |            |                         | 04/12/26 - 04/25/26 PAID 05/01/26 - PR EE... | 702.300 · Per Svcs - Retrmnt - EE     | -3,029.71   | 3,029.71        |
|              |                |            |                         | 04/12/26 - 04/25/26 PAID 05/01/26 - PR FL... | 710.500 · Per Svcs - Fringe B ER      | -898.92     | 898.92          |
|              |                |            |                         | 04/12/26 - 04/25/26 PAID 05/01/26 - PR 45... | 702.303 · Per Svcs - EE - Fringe B... | -655.56     | 655.56          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -6,598.88   | 6,598.88        |
| Bill ...     | ACH20260417    | 04/17/2026 | Johnson Controls Bul... |  | 001.001 · CSB/Operations Checkl...    |             | -14,288.39      |
| Bill         | 1-137357648341 | 03/12/2026 |                         | 2 CW COUPLINGS, 1 HWP COUPLING R...          | 803.010 · Maint Svc Contingency       | -2,735.12   | 2,735.12        |
| Bill         | 1-137398386331 | 04/01/2026 |                         | MECHANICAL PSA - 2026 (04/01/26 - 03/3...    | 803.210 · HVAC MA                     | -10,651.00  | 10,651.00       |
| Bill         | 1-137515218305 | 04/17/2026 |                         | RETURN FAN VFD ISSUE                         | 803.010 · Maint Svc Contingency       | -902.27     | 902.27          |
| <b>TOTAL</b> |                |            |                         |  |                                       | -14,288.39  | 14,288.39       |



## Chelsea District Library Donation and Restricted

January through April 2026

|  | Jan - Apr 26 | Budget        | \$ Over Budget  |
|--|--------------|---------------|-----------------|
| <b>Ordinary Income/Expense</b>                             |              |               |                 |
| <b>Income</b>  |              |               |                 |
| <b>674.000 · Revenue Contribution &amp; Donation</b>       |              |               |                 |
| 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                     | 500          | 5,500         | (5,000)         |
| 674.112 · Designated Music Focus Programs                  | 1,000        | 2,500         | (1,500)         |
| 674.113 · Designated Exhibits Programming                  | 0            | 2,000         | (2,000)         |
| 674.120 · Undesignated Donation                            | 3,110        | 6,875         | (3,765)         |
| 674.141 · Designated Technology                            | 0            | 3,000         | (3,000)         |
| 674.150 · Continuing Education Restricted                  | 0            | 750           | (750)           |
| <b>Total 674.000 · Revenue Contribution &amp; Donation</b> | <b>4,610</b> | <b>27,155</b> | <b>(22,545)</b> |
| <b>Total Income</b>  | <b>4,610</b> | <b>27,155</b> | <b>(22,545)</b> |
| <b>Gross Profit</b>  | <b>4,610</b> | <b>27,155</b> | <b>(22,545)</b> |
| <b>Expense</b>   |              |               |                 |
| <b>850.000 · Telecommunications</b>                        |              |               |                 |
| <b>850.900 · Telecom-Restricted Gifts</b>                  |              |               |                 |
| 850.910 · WiFi Hot Spots - Restricted                      | 0            | 3,000         | (3,000)         |
| <b>Total 850.900 · Telecom-Restricted Gifts</b>            | <b>0</b>     | <b>3,000</b>  | <b>(3,000)</b>  |
| <b>Total 850.000 · Telecommunications</b>                  | <b>0</b>     | <b>3,000</b>  | <b>(3,000)</b>  |
| <b>884.000 · Programming</b>                               |              |               |                 |
| <b>884.210 · Youth Speakers</b>                            |              |               |                 |
| <b>884.211 · Authors In Chelsea</b>                        |              |               |                 |
| 884.921 · Youth Prog Rest Gifts Authors                    | 1,800        | 2,000         | (200)           |
| <b>Total 884.211 · Authors In Chelsea</b>                  | <b>1,800</b> | <b>2,000</b>  | <b>(200)</b>    |
| <b>Total 884.210 · Youth Speakers</b>                      | <b>1,800</b> | <b>2,000</b>  | <b>(200)</b>    |
| <b>884.400 · Music Focus</b>                               |              |               |                 |
| 884.961 · Songfest - Restricted Gift                       | 0            | 2,000         | (2,000)         |
| 884.962 · Music In the Air - Restricted                    | 4,250        | 7,000         | (2,750)         |
| <b>Total 884.400 · Music Focus</b>                         | <b>4,250</b> | <b>9,000</b>  | <b>(4,750)</b>  |
| <b>884.500 · Artist In Residence</b>                       |              |               |                 |
| 884.970 · Artist In Residence Restricted                   | 1,000        | 1,000         | 0               |
| <b>Total 884.500 · Artist In Residence</b>                 | <b>1,000</b> | <b>1,000</b>  | <b>0</b>        |
| <b>884.910 · Adult Programming Restricted</b>              |              |               |                 |
| 884.911 · Adult Prog Rest Gifts MWest LW                   | 1,301        | 2,000         | (699)           |
| 884.916 · Aud Prg. Rst. Gifts Purple Rose                  | 0            | 1,750         | (1,750)         |
| 884.927 · Adult Prog Rest Gifts SRP                        | 0            | 750           | (750)           |
| <b>Total 884.910 · Adult Programming Restricted</b>        | <b>1,301</b> | <b>4,500</b>  | <b>(3,199)</b>  |
| <b>884.920 · Youth Programming Restricted</b>              |              |               |                 |
| 884.922 · Youth Prog Rest Gifts Genl                       | 0            | 250           | (250)           |
| 884.926 · Youth Prog Rest Gifts SRP                        | 969          | 3,250         | (2,281)         |
| <b>Total 884.920 · Youth Programming Restricted</b>        | <b>969</b>   | <b>3,500</b>  | <b>(2,531)</b>  |
| <b>Total 884.000 · Programming</b>                         | <b>9,320</b> | <b>20,000</b> | <b>(10,680)</b> |

**Chelsea District Library**  
**Donation and Restricted**  
 January through April 2026

|   | Jan - Apr 26   | Budget        | \$ Over Budget  |
|---|----------------|---------------|-----------------|
| 969.000 · CE, Staff Development & Travel                  |                |               |                 |
| 969.600 · Staff Training, In-Service                      |                |               |                 |
| 969.940 · Staff Apprec - Restricted                       | 228            | 750           | (522)           |
| <b>Total 969.600 · Staff Training, In-Service</b>         | <b>228</b>     | <b>750</b>    | <b>(522)</b>    |
| <b>Total 969.000 · CE, Staff Development &amp; Travel</b> | <b>228</b>     | <b>750</b>    | <b>(522)</b>    |
| 982.000 · Collection Expense                              |                |               |                 |
| 982.910 · Adult Collection Restricted                     | 0              | 230           | (230)           |
| 982.920 · Youth Collection Restricted                     | 0              | 50            | (50)            |
| <b>Total 982.000 · Collection Expense</b>                 | <b>0</b>       | <b>280</b>    | <b>(280)</b>    |
| <b>Total Expense</b>                                      | <b>9,548</b>   | <b>24,030</b> | <b>(14,482)</b> |
| <b>Net Ordinary Income</b>                                | <b>(4,938)</b> | <b>3,125</b>  | <b>(8,063)</b>  |
| <b>Net Income</b>   | <b>(4,938)</b> | <b>3,125</b>  | <b>(8,063)</b>  |

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

9:17 AM  
05/08/26  
Accrual Basis

|   | TOTAL     |         |         |           |          |        |        |        |        |        |        |        | % of Budget |              |           |             |      |
|---|-----------|---------|---------|-----------|----------|--------|--------|--------|--------|--------|--------|--------|-------------|--------------|-----------|-------------|------|
|   | Jan 26    | Feb 26  | Mar 26  | Apr 26    | May 26   | Jun 26 | Jul 26 | Aug 26 | Sep 26 | Oct 26 | Nov 26 | Dec 26 |             | Jan - Dec 26 | Budget    |             |      |
| <b>Ordinary Income/Expense</b>            |           |         |         |           |          |        |        |        |        |        |        |        |             |              |           |             |      |
| <b>Income</b>                             |           |         |         |           |          |        |        |        |        |        |        |        |             |              |           |             |      |
| 402.000 - District Revenue                | 1,242,827 | 608,893 | 501,123 | 66,449    | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 2,419,292    | 2,516,825 | (97,533)    | 96%  |
| 540.000 - State Aid                       | 0         | 0       | 78,197  | 0         | 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      | 0           | 2,260        | 2,260     | 0           | 100% |
| 574.100 - Penal Fines                     | 0         | 0       | 0       | 0         | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 0            | 8,000     | (8,000)     | 0%   |
| 588.000 - PRIVATE GRANTS                  | 0         | 0       | 0       | 1,000     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 1,000        | 4,000     | (1,708)     | 57%  |
| 645.100 - Copiers & Printers              | 0         | 494     | 1,365   | 433       | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 3,292        | 4,000     | (614)       | 85%  |
| 657.100 - Non-Resident Fees               | 0         | 125     | 3,261   | 0         | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 3,386        | 4,000     | (614)       | 85%  |
| 657.200 - ILL Fees/Collection Agency Rec  | 0         | 0       | 615     | 0         | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 615          | 1,000     | (385)       | 62%  |
| 665.000 - Bank Interest                   | 75        | 61      | 77      | 43        | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 256          | 70,000    | (36,808)    | 47%  |
| 665.100 - Investment Gains/Losses         | 4,746     | 11,666  | 5,501   | 11,289    | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 33,192       | 70,000    | (36,808)    | 47%  |
| 669.000 - Investment Value Change         | (785)     | 319     | (2,339) | (255)     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | (3,060)      | 0         | (3,060)     | 0%   |
| 671.000 - Misc Income & Refunds           | 0         | 0       | 0       | 751       | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 751          | 751       | 0           | 100% |
| 674.000 - Revenue Contribution & Donation | 1,400     | 1,060   | 50      | 2,110     | 6,835    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 11,445       | 27,155    | (15,710)    | 42%  |
| <b>Total Income</b>                       | 1,248,263 | 622,598 | 590,110 | 81,820    | 6,835    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 2,549,626    | 2,700,940 | (151,314)   | 94%  |
| <b>Expense</b>                            | 1,248,263 | 622,598 | 590,110 | 81,820    | 6,835    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 2,549,626    | 2,700,940 | (151,314)   | 94%  |
| 701.000 - Personnel Svcs Control Acct     | 83,343    | 113,830 | 168,012 | 73,889    | 52,421   | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 491,495      | 1,530,647 | (1,039,152) | 32%  |
| 727.000 - Supplies                        | 1,173     | 281     | 2,388   | 1,610     | 102      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 5,554        | 24,350    | (18,796)    | 23%  |
| 731.000 - Other Svc - Postage             | 0         | 0       | 643     | 0         | 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      | 0           | 410          | 7,550     | (7,140)     | 5%   |
| 753.000 - 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   | 21,886  | 2,402     | 230      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 29,591       | 144,259   | (114,668)   | 21%  |
| 802.000 - Admin-Fees & Misc Costs         | 55        | 39      | 578     | 113       | 35       | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 820          | 1,540     | (720)       | 53%  |
| 803.000 - Maintenance Service Contracts   | 19,199    | 9,819   | 17,262  | 23,134    | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 69,414       | 198,889   | (129,475)   | 35%  |
| 850.000 - Telecommunications              | (3,554)   | 1,337   | 2,264   | 1,893     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 1,940        | 44,500    | (42,560)    | 4%   |
| 880.000 - Promotional Materials           | 6,715     | 12,776  | 5,262   | 8,000     | 5,210    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 37,963       | 91,100    | (53,137)    | 42%  |
| 884.000 - Programming                     | 28,901    | 12,032  | 15,688  | 25,097    | 587      | 780    | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 83,095       | 157,700   | (74,605)    | 53%  |
| 885.000 - Volunteer                       | 29        | 22      | 273     | 62        | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 386          | 2,600     | (2,214)     | 15%  |
| 920.000 - Utilities                       | 0         | 6,553   | 6,655   | 5,499     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 18,707       | 84,468    | (65,751)    | 22%  |
| 960.000 - Board & Director Expense        | 37        | 711     | 77      | 119       | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 944          | 3,800     | (2,856)     | 25%  |
| 965.000 - Automation Services             | 0         | 14,344  | 0       | 10,849    | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 25,193       | 55,070    | (29,877)    | 46%  |
| 966.000 - Insurance                       | 0         | 0       | 3,043   | 4,249     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 7,292        | 26,513    | (19,221)    | 28%  |
| 967.000 - Equipment                       | 4,391     | 3,735   | 6,097   | 1,098     | 64       | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 15,385       | 51,015    | (35,630)    | 30%  |
| 969.000 - CE, Staff Development & Travel  | 1,616     | 4,732   | 351     | 3,697     | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 10,396       | 27,435    | (17,039)    | 36%  |
| 970.000 - Capital Expense 980.00          | 0         | 0       | 0       | 0         | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 0            | 110,260   | (110,260)   | 0%   |
| 982.000 - Collection Expense              | 8,851     | 11,757  | 54,942  | 20,528    | 6,681    | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 102,769      | 281,474   | (178,705)   | 37%  |
| 991.004 - Debt Principal - Leases GASB87  | 0         | 0       | 0       | 0         | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 0            | 8,400     | (8,400)     | 0%   |
| <b>Total Expense</b>                      | 153,175   | 195,085 | 305,437 | 182,239   | 65,350   | 780    | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 802,066      | 2,853,210 | (1,951,144) | 32%  |
| <b>Net Ordinary Income</b>                | 1,095,088 | 427,513 | 284,673 | (100,419) | (58,515) | (780)  | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 1,647,560    | (152,270) | 1,799,830   |      |
| <b>Net Income</b>                         | 1,095,088 | 427,513 | 284,673 | (100,419) | (58,515) | (780)  | 0      | 0      | 0      | 0      | 0      | 0      | 0           | 1,647,560    | (152,270) | 1,799,830   |      |

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

|   | Jan - Dec 26        | Jan - Dec 25        | \$ Change            | % Change       |
|---|---------------------|---------------------|----------------------|----------------|
| <b>Ordinary Income/Expense</b>            |                     |                     |                      |                |
| <b>Income</b>                             |                     |                     |                      |                |
| 402.000 · District Revenue                | 2,419,291.66        | 2,383,692.14        | 35,599.52            | 1.49%          |
| 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%        |
| 588.000 · PRIVATE GRANTS                  | 1,000.00            | 0.00                | 1,000.00             | 100.0%         |
| 645.100 · Copiers & Printers              | 2,291.84            | 4,873.97            | -2,582.13            | -52.98%        |
| 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                   | 256.24              | 539.99              | -283.75              | -52.55%        |
| 665.100 · Investment Gains/Losses         | 33,192.25           | 104,268.40          | -71,076.15           | -68.17%        |
| 669.000 · Investment Value Change         | -3,060.75           | 6,047.40            | -9,108.15            | -150.61%       |
| 670.000 · Change CFofSEMI Invest          | 0.00                | 6,046.00            | -6,046.00            | -100.0%        |
| 671.000 · Misc Income & Refunds           | 750.53              | 8,742.78            | -7,992.25            | -91.42%        |
| 674.000 · Revenue Contribution & Donation | 11,445.00           | 69,534.68           | -58,089.68           | -83.54%        |
| <b>Total Income</b>                       | <b>2,549,624.83</b> | <b>2,694,158.03</b> | <b>-144,533.20</b>   | <b>-5.37%</b>  |
| <b>Gross Profit</b>                       | <b>2,549,624.83</b> | <b>2,694,158.03</b> | <b>-144,533.20</b>   | <b>-5.37%</b>  |
| <b>Expense</b>                            |                     |                     |                      |                |
| 701.000 · Personnel Svcs Control Acct     | 491,495.05          | 1,369,314.82        | -877,819.77          | -64.11%        |
| 727.000 · Supplies                        | 5,555.23            | 14,089.17           | -8,533.94            | -60.57%        |
| 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 | 29,591.17           | 60,721.55           | -31,130.38           | -51.27%        |
| 802.000 · Admin-Fees & Misc Costs         | 819.28              | 940.11              | -120.83              | -12.85%        |
| 803.000 · Maintenance Service Contracts   | 69,413.95           | 155,682.69          | -86,268.74           | -55.41%        |
| 850.000 · Telecommunications              | 1,939.11            | 31,946.59           | -30,007.48           | -93.93%        |
| 880.000 · Promotional Materials           | 37,962.70           | 78,922.55           | -40,959.85           | -51.9%         |
| 884.000 · Programming                     | 83,096.05           | 151,994.56          | -68,898.51           | -45.33%        |
| 885.000 · Volunteer                       | 385.89              | 2,999.26            | -2,613.37            | -87.13%        |
| 920.000 · Utilities                       | 18,707.72           | 75,947.75           | -57,240.03           | -75.37%        |
| 960.000 · Board & Director Expense        | 944.44              | 4,054.88            | -3,110.44            | -76.71%        |
| 965.000 · Automation Services             | 25,193.30           | 46,890.26           | -21,696.96           | -46.27%        |
| 966.000 · Insurance                       | 7,292.00            | 25,116.00           | -17,824.00           | -70.97%        |
| 967.000 · Equipment                       | 15,384.71           | 45,149.48           | -29,764.77           | -65.93%        |
| 969.000 · CE, Staff Development & Travel  | 10,395.50           | 24,399.52           | -14,004.02           | -57.4%         |
| 970.000 · Capital Expense                 | 0.00                | 200,184.66          | -200,184.66          | -100.0%        |
| 982.000 · Collection Expense              | 102,768.58          | 248,776.18          | -146,007.60          | -58.69%        |
| 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%        |
| <b>Total Expense</b>                      | <b>902,067.00</b>   | <b>2,552,510.17</b> | <b>-1,650,443.17</b> | <b>-64.66%</b> |
| <b>Net Ordinary Income</b>                | <b>1,647,557.83</b> | <b>141,647.86</b>   | <b>1,505,909.97</b>  |                |
| <b>Net Income</b>                         | <b>1,647,557.83</b> | <b>141,647.86</b>   | <b>1,505,909.97</b>  |                |

7.0

**CHELSEA DISTRICT LIBRARY**

Fund Balances

April 30, 2026

**General Fund**

**LOCAL BANKS BALANCES**

|                                      |         |  |  |  |
|--------------------------------------|---------|--|--|--|
| Checking Account/ Chelsea State Bank | 001.001 |  |  |  |
| Paypal Account                       | 003.002 |  |  |  |
| Cash on Hand                         |         |  |  |  |

|  | Beginning Balance   | Net Change           | Ending Balance      |
|--|---------------------|----------------------|---------------------|
|  | \$293,192.10        | -\$171,203.45        | \$121,988.65        |
|  | \$200.00            | \$90.00              | \$110.00            |
|  | <u>\$293,392.10</u> | <u>-\$171,113.45</u> | <u>\$122,098.65</u> |

**Ameriprise Account**

|                                |         |  |  |
|--------------------------------|---------|--|--|
| MMF - Interest and earnings    | 017.003 |  |  |
| MMF - Deposits and withdrawals | 017.003 |  |  |
| Fixed Income Fund              | 017.004 |  |  |

|  |                       |                    |                       |
|--|-----------------------|--------------------|-----------------------|
|  | \$2,052,104.11        | 11,034.04          | \$2,063,138.15        |
|  | \$0.00                | \$0.00             | \$0.00                |
|  | \$1,536,046.28        | \$0.00             | \$1,536,046.28        |
|  | <u>\$3,588,150.39</u> | <u>\$11,034.04</u> | <u>\$3,599,184.43</u> |

**Investment Partners Total**

**Total General Fund**

|  |                       |                      |                       |
|--|-----------------------|----------------------|-----------------------|
|  | <u>\$3,881,542.49</u> | <u>-\$160,079.41</u> | <u>\$3,721,283.08</u> |
|--|-----------------------|----------------------|-----------------------|

8.1

Ameriprise April 30, 2026  
 Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

|                    | Beginning Balance     | Transfers from operating account | Interest           | Change in Value    | Transfers to operating account | Ending balance* |
|--------------------|-----------------------|----------------------------------|--------------------|--------------------|--------------------------------|-----------------|
| 12/31/25           |                       |                                  |                    |                    |                                | \$2,069,052.93  |
| 01/31/26           | \$2,069,052.93        | \$600,000.00                     | \$4,746.10         | -\$785.19          | \$0.00                         | \$2,673,013.84  |
| 02/29/26           | \$2,673,013.84        | \$500,000.00                     | \$11,656.04        | \$318.60           | \$0.00                         | \$3,184,988.48  |
| 03/31/26           | \$3,184,988.48        | \$400,000.00                     | \$5,501.38         | -\$2,339.47        | \$0.00                         | \$3,588,150.39  |
| 04/30/26           | \$3,588,150.39        | \$0.00                           | \$11,288.73        | -\$254.69          | \$0.00                         | \$3,599,184.43  |
| 05/31/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 06/30/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 07/31/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 08/31/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 09/30/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 10/31/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 11/30/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| 12/31/26           | \$3,599,184.43        | \$0.00                           | \$0.00             | \$0.00             | \$0.00                         |                 |
| <b>Balance YTD</b> | <b>\$2,069,052.93</b> | <b>\$1,500,000.00</b>            | <b>\$33,192.25</b> | <b>-\$3,060.75</b> | <b>\$0.00</b>                  |                 |
|                    | 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**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It discusses the different types of accounts, such as assets, liabilities, equity, revenue, and expense accounts, and how they are used to record and summarize business transactions.

The fourth part of the document covers the process of journalizing and posting. It explains how to create journal entries based on the information provided in the source documents and how to post these entries to the appropriate T-accounts in the ledger.

The fifth part of the document discusses the process of balancing the accounts. It explains how to calculate the debit and credit balances for each account and how to ensure that the total debits equal the total credits.

The sixth part of the document covers the process of preparing financial statements. It explains how to use the information from the ledger to create the balance sheet, income statement, and statement of owner's equity.

The seventh part of the document discusses the process of closing the books. It explains how to transfer the balances of the temporary accounts (revenue, expense, and owner's drawing) to the permanent accounts (owner's equity) and how to reset the temporary accounts for the next period.

The eighth part of the document covers the process of correcting errors. It explains how to identify and correct mistakes in the accounting records, such as transposition errors, omission errors, and commission errors.

The ninth part of the document discusses the process of reconciling the bank statement. It explains how to compare the bank's record of the company's cash account with the company's own records and how to identify and correct any discrepancies.

The tenth part of the document covers the process of preparing a trial balance. It explains how to use the trial balance to check the accuracy of the accounting records and to identify any errors.

## **Library Director's Report**

### **Respectfully submitted for May 2026 board meeting**

#### **Staff Announcements**

##### Staff Work Anniversaries in May

It appears that May has historically been a very quiet month for hiring at CDL! There are no work anniversaries to report.

##### Staffing Changes

The Information Services Department is undergoing some changes effective Monday, May 25. At that time, Technology Librarian Matt Jensen will move to 20 hours a week, spending all that time in the Ingenuity Engine. The following day - May 26 - , current Substitute Librarian Cody Lapeyre will begin work as a part-time Reference Librarian (In addition to continuing as a Substitute). She will work 2-4 days a week, mostly staffing the reference desks. She will also do some programming and collection development work. Welcome aboard, Cody!

#### **Mobee on the Streets**

Mobee recently began weekly visits to Silver Maples and Dancey House and the response has been overwhelmingly positive! Residents at these facilities have reached out to let us know how happy this new schedule makes them. Well done, Mobee team!

#### **Management Team Morning Retreat**

The management team will meet offsite on Saturday, May 16 to focus on several library-related issues. The agenda includes artificial intelligence, the practice statement for Person in Charge, and staff suggestions from the annual all-staff inservice.

#### **On Your Radar**

A party celebrating Lisa Allmendinger and her remarkable work on the *Chelsea Update* will take place on Friday, May 29 from 5-7pm at the Chelsea Fairgrounds. Please consider dropping in to show your gratitude for all she has done for CDL and Chelsea.

#### **2027 Operating Budget**

The management team is putting the finishing touches on a draft 2027 operating budget. That draft will be presented to the Board Finance Committee in June.

#### **Strategic Plan 2024-28 Progress in April 2026**

- 1.2 Elevate library as a location for community building
  - Hosted 18th Annual Midwest Literary Walk to bring visitors to town to give back to local business community while celebrating literature and the arts
- 1.4 Get the word out about the great things happening at CDL
  - South Meadows Reading specialists included the library in their April newsletter to build better readers
  - Organized communication and advertising plan with Leslie Surel, owner of the new Chelsea Post
- 3.1 Prepare a strategy for the 2029 millage
  - Virginia & Shannon attended From Vision to Victory: A Library Millage Playbook at Kent District Library

## **Out and About: Meetings/Activities Attended March 2026**

- Rotary meetings – April 7, 14 & 21
- Walk to School Wednesday – April 8 & 15
- Chelsea Expo - March 7
- Pre-chamber board meeting – April 15
- Midwest Literary Walk – April 18
- PTO – April 19 - May 3

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

**Facility**

Retaining wall repair- was completed satisfactorily and the insurance reimbursement was received.

Shelving update- we expect to have the shelving on site by the time you read this, with install tentatively scheduled for the last week of May. The installation should go pretty quickly as the new shelving just slides in place. No tools, bolts, etc, needed.

HVAC- Based on the vibration diagnostics test done mid 2025, Johnson Controls will be replacing the motor on one of our two condenser fans for a cost of \$8784. The other one was replaced in 2022. We had an estimate last year for \$11K but our tech thought we could get one more year out of it. Not surprisingly, he was right. I expect this work to be done in May.

Have you noticed the gray tub laying upside down in the front yard? It is covering the large spotlight that was discovered broken last month. The hinge snapped (not uncommon for a 20+ year old outdoor fixture) and our electrician is looking for a replacement that is a close match. This is one of the challenges in replacing some of our fixtures- matching the originals that are no longer made. Digging up old wires and connectors can also present a challenge but our electrician hasn't let us down yet.

Our carpets had the first of two annual full cleanings (we do four traffic area cleanings also) and the windows got their spring cleaning; the second one happens in October each year.

**Volunteers**

In April we had 233.25 book sale hours and 157 non-book sale hours, for a total of 390.25 hours. Summer Reading and the Friends jewelry sale are just around the corner.

You may have noticed that the fairies have braved the cold spring to move back into their garden. Special thanks to Lissa Krueger (Virginia's daughter) for making sure the garden was ready for their return! 🧚‍♀️ 🧚‍♂️

**Budget**

The 2027 budget continues in earnest. It's Brandon's first and he's already got a good handle on it- asking lots of good questions and researching options! I don't remember my first but I'm pretty sure I wouldn't have called it fun 🤖.

*Respectfully submitted,* Linda Ballard, Assistant Director



## April Highlights

- April was, of course, the Midwest Literary Walk (MLW)! It was a successful year. The event ran smoothly, perhaps our smoothest in my memory. The adult librarians are experienced and well trained on this event at this point in time, and their teamwork was wonderful to see. We had overwhelmingly positive feedback from patrons who attended the event, and lovely feedback from the authors as well.
- In addition to the main event, we also hosted four MLW adjacent events: a book club in partnership with Serendipity Books (which author Carmen Bugar attended) a visit to a book at Silver Maples with author Chris La Tray, a teen exclusive workshop with Nathan Pyle, and a comics workshop with local artist Meggie Ramm.
- April is also Poetry month, and April 22 was Earth Day! Jessica Zubik created a passive "Poem in Your Pocket" display in the youth area, and we partnered with the Michigan Friends Center to hold a talk on the environmental impact of the data centers fueling the rise of AI.
- This month we also hosted the Teen Job Fair and saw 29 teens attend to connect with potential employers.
- Stacey Comfort and Amelia Herron attended the Public Library Association Annual Conference in April.

## Outreach and Meetings

- In April I attended the Chelsea Chamber Ambassador Meeting as well as the Chamber breakfast. At both events I was able to promote the Midwest Literary Walk
- I attended 3 Millage Mondays, a webinar series offered by the Library of Michigan intended to educate library managers and administrators on the legalities and nuances of library millages. There are an additional 3 sessions in May.
- I met with Brandon to discuss future AV needs for the McKune Room.
- I met with Adult Learners of Michigan presenter John Haugey to discuss his tech needs for the May 9 event.
- I held a quarterly program planning meeting with all of the librarians, Virginia, and Amy to discuss the fall quarter.
- I met with Andrea Cole, CSD Curriculum advisor, to discuss offering an ESL group this summer.
- Virginia Krueger and I met with Sam Angus to discuss partnership events and Mobee stops for the summer and fall.
- I met with fellow committee members to discuss a book under Request for Reconsideration.

- I met with Virginia, Brandon, and Marissa to discuss Stories of Chelsea, including avenues for improving the front and storage ends of the site.

**Program Attendance**

| <b>Intended Ages</b>                        | <b># of Programs Offered (In-Person)</b> | <b>Attendees (In-Person)</b> | <b># of Programs Offered (Live Virtual)</b> | <b>Attendees (Live Virtual)</b> | <b># of Programs Offered (Recorded Virtual)</b> | <b>Attendees (Recorded Virtual)</b> | <b># of Programs Offered (Passive)</b> | <b>Attendees (Passive)</b> |
|---|--|------------------------------|---|---------------------------------|---|-------------------------------------|--|----------------------------|
| <b>Early Literacy (approx. 0-5)</b>         | 10                                       | 310                          |   |                                 |   |                                     | 1                                      | Not tracked                |
| <b>Youth (approx. 6-12)</b>                 | 12                                       | 145                          |   |                                 |   |                                     |  |                            |
| <b>Teen (approx. 12-18)</b>                 | 8  | 73                           |   |                                 |   |                                     |  |                            |
| <b>Adult</b>                                | 8  | 831                          | 1   | 270                             |   |                                     |  |                            |
| <b>Outreach &amp; Awareness (non-Mobee)</b> | 18                                       | 413                          |   |                                 |   |                                     |  |                            |
| <b>Mobee Visits</b>                         | 15                                       | 134                          |   |                                 |   |                                     |  |                            |
| <b>Ingenuity Engine (All Ages)</b>          | 2  | 14                           |   |                                 |   |                                     |  |                            |
| <b>Total Offerings</b>                      | <b>73</b>                                | <b>1920</b>                  | <b>1</b>                                    | <b>270</b>                      |   |                                     | <b>1</b>                               |                            |

*Ingenuity Engine One-One Appointment Stats*

|                        |    |
|------------------------|----|
| Number of Visits       | 22 |
| Number of Unique Users | 14 |

### Reference, Collections, Deliveries, and Other

| Services                               | April 26* |
|--|-----------|
| Reference Questions                    | 1,360     |
| CDL Delivers & Deposit Book Deliveries | 17        |

\*The Library was closed on Sunday, April 5th for the Easter holiday.

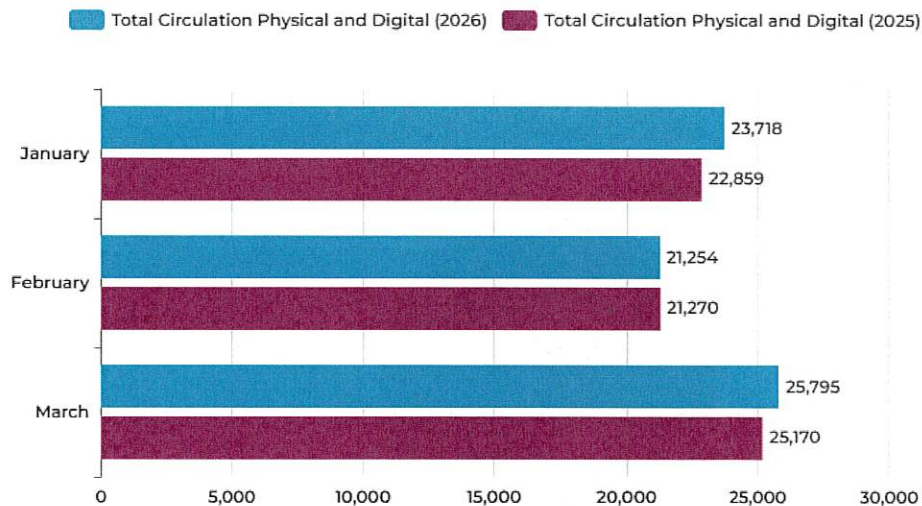
### Collections

- April was a heavy month for collection development. Librarians were hard at work weeding collections using Library IQs balance report, which compares a collections average relative use (number of times an item is borrowed relative to the loan period of said item, averaged across the entire collection) to the collection footprint (number of items in collection). This helps us determine if we are allocating the correct amount of space for each collection and whether adjustments are needed. Notably, our entire youth collection with only a handful of exceptions always show as “understocked”, meaning that the relative use of the collection is very high. Short of expanding the building or swapping floors, there is little we can do to address this as shelf space is finite.

### Circulation

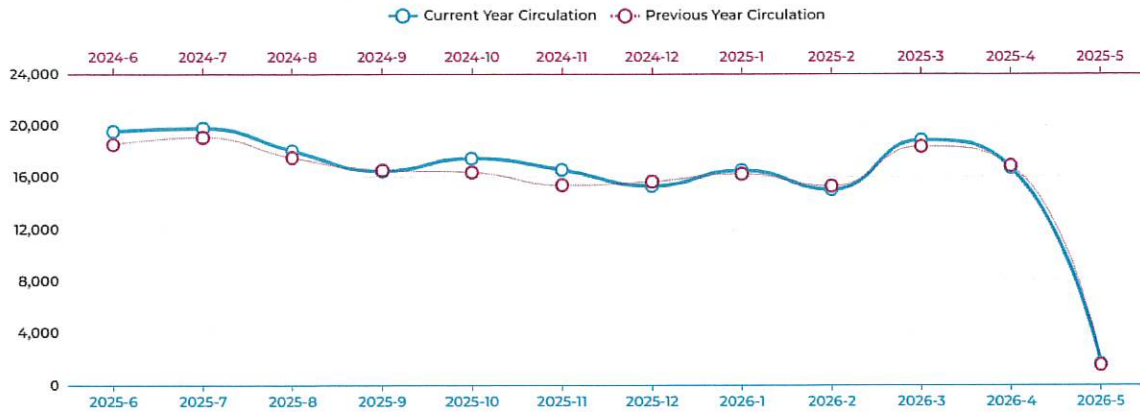
- Total circulation (print and digital) has been comparable or slightly elevated compared to 2025:

#### Total Circulation

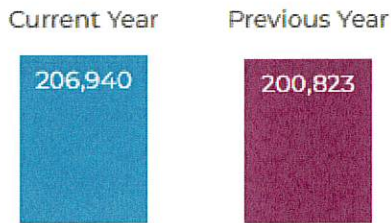


- Print circulation across the past 12 months has also stayed even or slightly elevated:

Monthly Circ

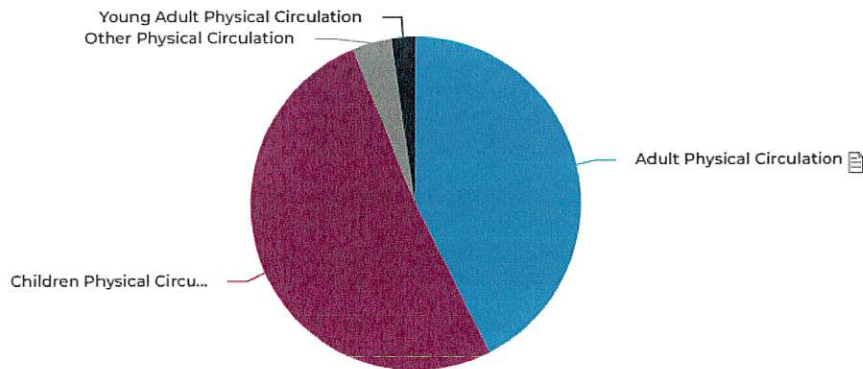
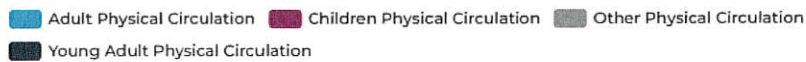


Physical Circ



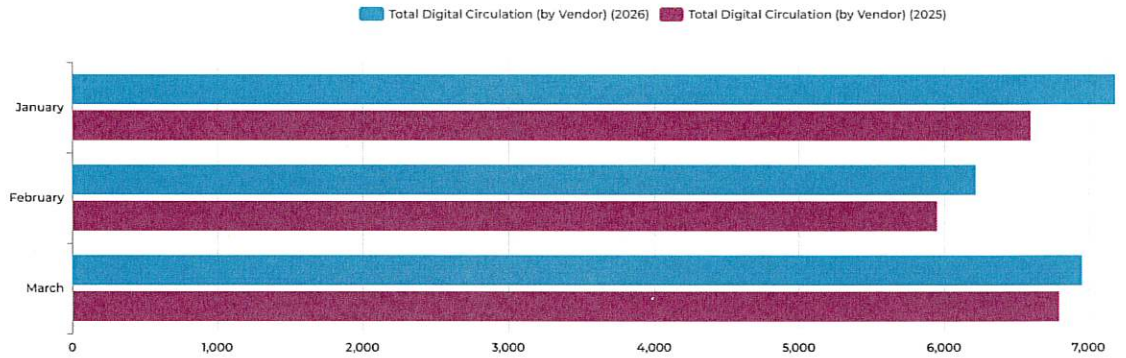
- The majority of total print circulation consists of youth materials, with adult materials not far behind:

Total Physical Circulation



- Digital circulation is also elevated from the previous calendar year:

**Digital Circulation**





April Board Report

| DATA SERVICES |                                     | JAN | FEB | MAR | APR   | MAY |
|---------------|-------------------------------------|-----|-----|-----|-------|-----|
| 67            | Hotspot Devices Circulated          | 15  | 11  | 22  | 19    |     |
| 1499          | Public Internet - Computer Sessions | 377 | 367 | 375 | \$380 |     |
| 0             | Public Internet - Wireless Logins   |     |     |     |       |     |

| ONLINE SERVICES |                       | JAN  | FEB  | MAR  | APR  | MAY |
|-----------------|-----------------------|------|------|------|------|-----|
| 0               | Website Sessions      |      |      |      |      |     |
| 0               | Website Users         |      |      |      |      |     |
| 8869            | AUDIO Downloads Total | 2304 | 2040 | 2296 | 2229 | 0   |
| 0               | -- Audio: Overdrive   |      |      |      |      |     |
| 0               | -- Audio: Hoopla      |      |      |      |      |     |
| 3504            | VIDEO Downloads Total | 860  | 832  | 900  | 912  | 0   |
| 0               | -- Video: Kanopy      |      |      |      |      |     |
| 0               | -- Video: Hoopla      |      |      |      |      |     |
| 6933            | EBook Downloads Total | 1960 | 1608 | 1770 | 1595 | 0   |
| 0               | -- Ebook: Overdrive   |      |      |      |      |     |
| 0               | -- Ebook: Hoopla      |      |      |      |      |     |
| 19306           | TOTAL Downloads       | 5124 | 4480 | 4966 | 4736 | 0   |

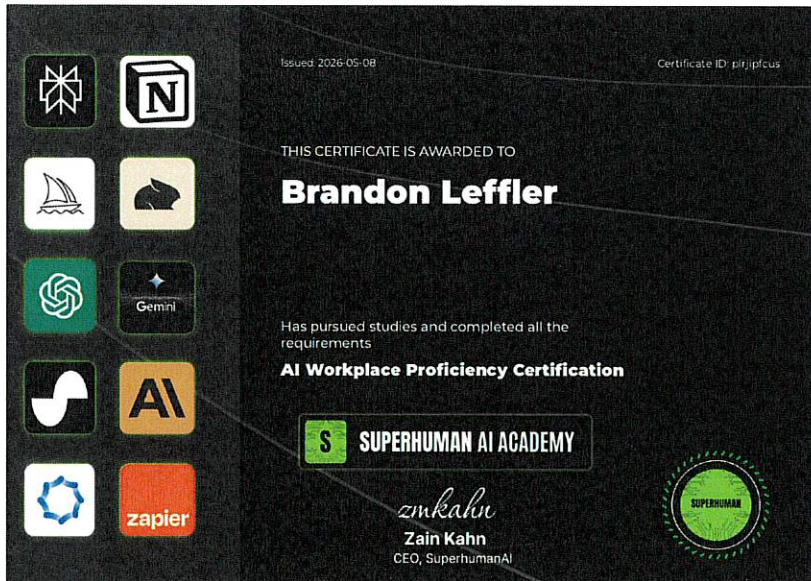
April Activities:

First Budgeting Bonanza

AI Workplace Proficiency Course

Microsoft Active Directory Administration Course

Microsoft server administration





**Head of Marketing & Outreach Monthly Board Report**  
**(April 1–30, 2026)**: Respectfully submitted by Virginia Krueger

**Marketing & Outreach Overview:**



We hosted **Midwest Literary Walk** in April with four full houses for the Purple Rose Theatre Company New Works Comedy Fest, Chris La Tray, Carmen Bugar, and Nathan Pyle. In addition to the celebration of literature for the visitors who attended, this brings positive business activity to our downtown area. I confirmed with Terris Ahrens of the Chelsea Area Chamber that the downtown businesses saw an uptick in foot traffic and sales. Comments from attendees included:

“Absolutely loved it. I've never been to a reading at PRTC only plays, so this was a fun change! Hilarious!”

“Such a dynamic speaker/storyteller. Can't wait to read his book.” (On Chris La Tray)

“Powerful. Reminded me how lucky I have been, growing up in the U.S. Strong woman, so smart and thoughtful.” (On Carmen Bugan)

“Very impressed! Hilarious and relatable.” (On Nathan Pyle)

April is also when all of the editing of the print newsletter happens. This is a team effort from all departments to ensure we are accurately advertising events and services of the library. The summer newsletter is scheduled to hit mailboxes in mid-May.

### **Outreach Overview:**

Everett and I met with Shasta Angell from WAVE to evaluate putting books onto WAVE buses. These would be selected from the withdrawn items from the Friends Used Book Sale. WAVE is very receptive to the idea. Everett and I are researching different ways for the books to be stored and available to riders on the buses.

Everett is doing a weekly route for Meals on Wheels in Sylvan and Lyndon Townships. He will ensure that the recipients know they are also eligible for CDL Delivers book delivery to the homebound. This gives Mobee greater visibility in the townships and provides much needed connections to individuals without access to the physical building.

### **Technology Outreach:**

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

Everett has taken on the responsibility of coordinating with the circulation department to manage device activation/deactivation on the patron hotspot collection. When devices are not returned, they are deactivated. He is also developing a database to better track the devices and their usage.

### **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         |
| April         | 4           | 4,566        | 56%               | 16,528        | 8,817         |
| <b>Totals</b> | <b>17</b>   | <b>4,542</b> | <b>Avg. 56.7%</b> | <b>69,566</b> | <b>37,840</b> |

## Social Media Metrics:



Lining up early for the library this morning!



Our social media performance was strong based on paid advertising for Midwest Literary Walk and the popularity of cat posts. Gita, the neighbor cat, had over 21,000 views, 599 reactions, and 32 comments.

| 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                  |
| April    | 4,039              | 1,500                | 77,500                 | 1,258               | 97                       | 8,600                   |

## Google Advertising:

Google ads continue to contribute significantly to our website traffic and we are maximizing the Google ad grant for nonprofits.

| 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 |
| April    | \$10,167.91    | 12,570              | 1,213          | 16.7%                  | Cross Network Ads, Kanopy, Digital Media, Website Discovery, Catalog   |

**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           |
| April              | 192              | 174         | 96        | 36           | 17                          | 105           | 185          | 554          |
| <b>2026 Totals</b> | <b>101</b>       | <b>95</b>   | <b>55</b> | <b>23</b>    | <b>45</b>                   | <b>192</b>    | <b>298</b>   | <b>1,610</b> |

**Other miscellaneous duties:**

- Staffed Mobee stop at Silver Maples
- Purchased outreach games for park and sports Mobee stops
- Participated in Lost in Trans Nation book discussion
- Met with administration staff at CRC Dancey about increased outreach to residents there
- Attended April Board of Trustee meeting to hear patron presentation on future millages
- Met with Sam Angus and Shannon to discuss Chelsea Education & Recreation Collaborative outreach partnerships
- Coordinated with Washtenaw County Prosecutor's office to add gun safety locks to the Community Care Collection
- Met with Brandon, Shannon, and Marissa to plan for improvements to the Stories of Chelsea website.
- Planned for new advertising and press relation with Leslie Surel at Chelsea Post
- Staffed SHAPE Voices of Courage event to promote the Community Care Collection
- Staffed Library Connections Day at Chelsea Senior Center
- Attended fall planning meeting with Information Services
- Continued outreach to families who were involved in the 1976 Bicentennial celebrations to help plan for our semiquincentennial celebration and time capsule unearthing

## Circulation Supervisor's Report April 2026

- Circulation 20992 in April
- Patron Count- 9530 for April
- Circulation by township- for April:
  - Dexter = 8% of total transactions
  - Lima = 11% of transactions
  - Lyndon = 12% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 38% of transactions
- April Circulation: 85% were items from Chelsea and 15% were inter-loaned items.  
  
Libby = 4706 Hoopla = 1932 Kanopy = 198
- Registrations for April – 65 new cards; 7225 total card holders
  - \*Dexter = 916 cards; Lima = 732 cards; Lyndon = 971 cards
  - \*Sylvan = 1367 cards; Chelsea = 2651 cards; Nonresident = 588 cards
- Self-Check Machine for April - 1231 or 6% of total checkouts

### March Notes:

- I attended weekly management meetings.
- I held an aide & an assistant meeting.
- I worked my PIC shift each week.
- I attended the Fall Programming meeting.
- I did WTSW on 4/8, 4/22, & 4/29.
- I attended the monthly Board meeting.
- I read & participated in the request for reconsideration.
- We received 160 tubs from TLN in April, with 725 being the daily average.
- We processed 55 MeLCat items for other libraries, and received 78 items for our patrons.
- We had 1402 unique patrons use the library.
- Beth celebrated their 22nd year anniversary at CDL. I prepared & delivered their reviews.
- I continued work on my lines of the 2027 library budget.

Respectfully submitted,

Amy Zoran  
Head of Circulation

**Chelsea District Library  
2026**

**Average Daily Circulation**

|              | MON           | TUES   | WED    | THUR   | FRI    | SAT    | SUN    |
|--------------|---------------|--------|--------|--------|--------|--------|--------|
| JAN          | 719.25        | 606.5  | 558    | 651.6  | 598.6  | 380.75 | 476.75 |
| FEB          | 687.25        | 695.5  | 591.5  | 393.75 | 674    | 384.6  | 559.75 |
| MAR          | 706.8         | 709.25 | 637.75 | 657.5  | 671.75 | 561.6  | 695.4  |
| APR          | 634.75        | 528    | 551.8  | 662.5  | 488.25 | 591.5  | 619    |
| MAY          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| JUN          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| JUL          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| AUG          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| SEP          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| OCT          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| NOV          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| DEC          | 0             | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Total</b> | <b>100359</b> |        |        |        |        |        |        |

**Total Charges**

|              | 2026          | 2025          | %Diff.    |
|--------------|---------------|---------------|-----------|
| JAN          | 25038         | 24363         | 3%        |
| FEB          | 22739         | 22639         | 0%        |
| MAR          | 28001         | 22769         | 23%       |
| APR          | 24581         | 23516         | 5%        |
| MAY          | 0             | 22736         |           |
| JUN          | 0             | 25543         |           |
| JUL          | 0             | 26349         |           |
| AUG          | 0             | 24600         |           |
| SEP          | 0             | 23450         |           |
| OCT          | 0             | 23373         |           |
| NOV          | 0             | 22717         |           |
| DEC          | 0             | 23130         |           |
| <b>Total</b> | <b>100359</b> | <b>285185</b> | <b>8%</b> |

**Month Avg**

|              | 2025         | 2026        | 2025        | 2026          | 2025         | 2026         | 2025        | 2026        |
|--------------|--------------|-------------|-------------|---------------|--------------|--------------|-------------|-------------|
| JAN          | 1289         | 1216        | 29          | 42            | 4851         | 1470         | 325         | 292         |
| FEB          | 1187         | 1154        | 26          | 44            | 4296         | 1369         | 197         | 293         |
| MAR          | 1090         | 1874        | 31          | 60            | 4926         | 1569         | 309         | 311         |
| APR          | 1313         | 1231        | 30          | 41            | 4701         | 1425         | 198         | 259         |
| MAY          | 1285         | 0           | 0           | 0             | 4878         | 1457         | 0           | 284         |
| JUN          | 1665         | 0           | 0           | 0             | 4881         | 1427         | 0           | 324         |
| JUL          | 1560         | 0           | 0           | 0             | 4904         | 1518         | 0           | 541         |
| AUG          | 1289         | 0           | 0           | 0             | 4801         | 1574         | 0           | 450         |
| SEP          | 1087         | 0           | 0           | 0             | 4535         | 1561         | 0           | 283         |
| OCT          | 817          | 0           | 0           | 0             | 4555         | 1657         | 0           | 395         |
| NOV          | 874          | 0           | 0           | 0             | 4318         | 2026         | 0           | 340         |
| DEC          | 871          | 0           | 0           | 0             | 4504         | 1720         | 0           | 359         |
| <b>Total</b> | <b>14327</b> | <b>5475</b> | <b>3095</b> | <b>287787</b> | <b>56150</b> | <b>18773</b> | <b>1029</b> | <b>4131</b> |

**Month Avg**

|                         | 2025   | 2026   | %  |
|-------------------------|--------|--------|----|
| Self-service check outs | 100359 | 100359 | 5% |

| Chelsea District Library      |            |           |             |             |                                   |            |           |           |           |                               |       |        |                 |        |        |        |        |              |
|-------------------------------|------------|-----------|-------------|-------------|-----------------------------------|------------|-----------|-----------|-----------|-------------------------------|-------|--------|-----------------|--------|--------|--------|--------|--------------|
| Monthly New Registration 2026 |            |           |             |             |                                   |            |           |           |           |                               |       |        |                 |        |        |        |        |              |
| District                      | NonRes     | Other     | Total Month | Grand Total | New Registrations by Municipality |            |           |           |           | Average Daily Door Count 2025 |       |        |                 |        |        |        |        |              |
|                               |            |           |             |             | Chelsea                           | Dexter     | Lima      | Lyndon    | Sylvan    | MON                           | TUES  | WED    | THUR            | FRI    | SAT    | SUN    | Total  |              |
| JAN                           | 72         | 16        | 1           | 89          | 7298                              | 31         | 7         | 10        | 20        | 4                             | 406   | 358.25 | 331             | 349.8  | 251.2  | 204    | 317.5  | 9803         |
| FEB                           | 73         | 7         | 1           | 81          | 7316                              | 26         | 7         | 7         | 12        | 21                            | 448.5 | 385.5  | 406.75          | 279.25 | 336    | 218.25 | 306.25 | 9522         |
| MAR                           | 89         | 5         | 5           | 99          | 7215                              | 39         | 7         | 9         | 14        | 20                            | 422.2 | 415.5  | 389.25          | 391.5  | 379.25 | 223.2  | 403.8  | 11548        |
| APR                           | 58         | 4         | 3           | 65          | 7225                              | 28         | 7         | 4         | 5         | 14                            | 317   | 341    | 325.4           | 359.75 | 370.75 | 179    | 323    | 9530         |
| MAY                           | 0          | 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      | 0            |
| JUL                           | 0          | 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      | 0            |
| SEP                           | 0          | 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      | 0            |
| NOV                           | 0          | 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      | 0            |
| <b>Totals</b>                 | <b>292</b> | <b>32</b> | <b>10</b>   | <b>334</b>  | <b>29054</b>                      | <b>124</b> | <b>28</b> | <b>30</b> | <b>51</b> | <b>59</b>                     |       |        |                 |        |        |        |        | <b>40403</b> |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | Monthly average |        |        |        |        | 10100.75     |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | Transactions    |        |        |        |        |              |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | Apr-26          |        |        |        |        | 17,673       |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | % Tot           |        |        |        |        |              |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 6689            |        |        |        |        | 38%          |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 1470            |        |        |        |        | 8%           |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 2005            |        |        |        |        | 11%          |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 2081            |        |        |        |        | 12%          |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 2943            |        |        |        |        | 17%          |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 194             |        |        |        |        | 1%           |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 464             |        |        |        |        | 3%           |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 701             |        |        |        |        | 4%           |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 328             |        |        |        |        | 2%           |
|                               |            |           |             |             |                                   |            |           |           |           |                               |       |        | 798             |        |        |        |        | 5%           |

| Registered Card Holders |             |             |             |             |             |             |             |             |             |             |  |  |
|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--|--|
| District                | 2017        | 2018        | 2019        | 2020        | 2021        | 2022        | 2023        | 2024        | 2025        | 2026        |  |  |
| Chelsea                 | 7837        | 7753        | 6361        | 6295        | 5135        | 5228        | 5931        | 6234        | 6746        | 6637        |  |  |
| Dexter                  | 3040        | 3006        | 2478        | 2490        | 2070        | 2105        | 2355        | 2475        | 2666        | 2651        |  |  |
| Lima                    | 1087        | 1101        | 894         | 874         | 697         | 710         | 820         | 862         | 928         | 916         |  |  |
| Lyndon                  | 996         | 965         | 802         | 794         | 634         | 634         | 694         | 722         | 785         | 732         |  |  |
| Sylvan                  | 1302        | 1255        | 1005        | 970         | 778         | 770         | 875         | 909         | 998         | 971         |  |  |
|                         | 1412        | 1426        | 1192        | 1167        | 956         | 1009        | 1187        | 1266        | 1369        | 1367        |  |  |
| NonRes                  | 575         | 625         | 562         | 582         | 414         | 407         | 477         | 490         | 577         | 588         |  |  |
| Freedom                 | 0           | 1           | 0           | 0           | 0           | 3           | 2           | 3           | 2           | 2           |  |  |
| Sharon                  | 107         | 112         | 104         | 105         | 88          | 89          | 94          | 92          | 100         | 90          |  |  |
| Waterloo                | 249         | 268         | 252         | 245         | 195         | 186         | 211         | 215         | 240         | 227         |  |  |
| Grass Lake              | 37          | 36          | 22          | 21          | 4           | 7           | 21          | 21          | 32          | 40          |  |  |
| Other                   | 182         | 192         | 184         | 211         | 127         | 122         | 149         | 159         | 203         | 229         |  |  |
| <b>Totals</b>           | <b>8412</b> | <b>9689</b> | <b>6923</b> | <b>6877</b> | <b>5549</b> | <b>5635</b> | <b>6408</b> | <b>6724</b> | <b>7323</b> | <b>7225</b> |  |  |

|                        |   | 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                    | 24581   | 20992                               | 85%                          | 3589                        | 15%                           | 23443                             | 2451                               | 27032                                    |  |
| 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  |  |
| <b>Totals</b>          | <b>100359</b>                                 | <b>84833</b>                        |                              | <b>15526</b>                |                               | <b>95961</b>                      | <b>11128</b>                       | <b>111487</b>                            |  |
| <b>Month Avg</b>       | 25090   | 21208                               | 85%                          | 3882                        | 15%                           | 23990                             | 2782                               | 27872                                    |  |
| <b>Total Checkouts</b> |   |                                     |                              |                             |                               |                                   |                                    |  |  |
|                        | <b>Adult</b>                                  | <b>Juvenile</b>                     | <b>Teen</b>                  |                             |                               |                                   |                                    |  |  |
| JAN                    | 8771  | 8518                                | 485                          |                             |                               |                                   |                                    |  |  |
| FEB                    | 7974  | 7929                                | 427                          |                             |                               |                                   |                                    |  |  |
| MAR                    | 9542  | 10435                               | 547                          |                             |                               |                                   |                                    |  |  |
| APR                    | 8362  | 8824                                | 508                          |                             |                               |                                   |                                    |  |  |
| 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                            |                             |                               |                                   |                                    |  |  |
| <b>Totals</b>          | <b>34649</b>                                  | <b>35706</b>                        | <b>1967</b>                  |                             |                               |                                   |                                    |  |  |
| <b>Month Avg</b>       | 8662  | 8927                                | 492                          |                             |                               |                                   |                                    |  |  |

# **ACTION ITEMS**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It categorizes accounts into assets, liabilities, equity, revenue, and expense accounts. It also explains how these accounts are used to record transactions and how they are balanced at the end of each period.

The fourth part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the company at the end of the period. Examples are provided to show how adjusting entries are recorded and how they affect the accounts.

The fifth part of the document discusses the preparation of financial statements. It outlines the steps involved in preparing the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of providing a clear and concise explanation of the results of the financial statements.

The sixth part of the document discusses the importance of internal controls. It explains how these controls are used to prevent and detect errors and fraud. Examples are provided to show how internal controls are implemented in a business.

The seventh part of the document discusses the importance of ethics in accounting. It explains how accountants are expected to act in a fair and honest manner and to follow the principles of professional conduct. Examples are provided to show how ethical decisions are made in accounting.

The eighth part of the document discusses the importance of communication in accounting. It explains how accountants must be able to communicate effectively with their clients and colleagues. Examples are provided to show how communication is used in accounting.

The ninth part of the document discusses the importance of technology in accounting. It explains how technology is used to streamline accounting processes and improve accuracy. Examples are provided to show how technology is used in accounting.

The tenth part of the document discusses the importance of continuous learning in accounting. It explains how accountants must stay up-to-date on the latest developments in the field. Examples are provided to show how continuous learning is used in accounting.

# Action Item #1

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet

May 19, 2026, Board Packet

880,900 Promotional Restricted  
884,900 Programming Restricted  
967,900 Equipment Restricted  
    980,900 Capital Restricted  
    982,900 Collection Restricted

### Accept March donations and changes to the 2026 FY Budget.

|                                   | <u>Income Line</u> | - | <u>Expense Line</u> |            |
|-----------------------------------|--------------------|---|---------------------|------------|
| Randall T. Lee                    | 674.112            |   | 884.962             | \$500.00   |
| Michelle McClellan                | 674.120            |   | 884.412             | \$50.00    |
| Janice L. Carr                    | 674.120            |   | 884.412             | \$1,000.00 |
| Chelsea Masons (Olive Lodge #156) | 674.111            |   | 884.926             | \$500.00   |
| Jacki Masi                        | 674.120            |   | 884.412             | \$60.00    |

Sub Total: \$2110.00

Sub Total: \$00.00

Total General Donations: \$2110.00

Acknowledge the donations below that are already in the budget.

Acknowledge the donations below toward the CDL Endowment.

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date



# Action Item #2

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet May 19, 2026 Board Meeting

### 2025 Audit

**Background:**

Yeo & Yeo made their audit presentation on the library's 2025 financials at the April Board Meeting.

**Action:**

The Chelsea District Library Board of Trustees approves the 2025 Audit.

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date



# Action Item #3

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet May 19, 2026 Board Meeting

### Board Proclamation

**Background:**

The board discusses a special proclamation to honor long-time local journalist pioneer and founder of the Chelsea Update, Lisa Allmendinger.

**Action:**

The library board of trustees passes the proclamation honoring Lisa Allmendinger for 20 years of distinguished service in local journalism.

---

Janice L. Carr, Board Secretary

---

Date





**Board Proclamation Honoring Twenty Years of Distinguished Service in Local Journalism**

WHEREAS, a strong, informed community depends upon access to accurate, timely, and trustworthy local news; and

WHEREAS, for fourteen years, Lisa Allmendinger has demonstrated an unwavering commitment to these principles, through the creation and stewardship of a dedicated local news site; and

WHEREAS, through consistent reporting, thoughtful storytelling, and a deep understanding of community issues, Lisa Allmendinger has provided residents of the Chelsea community with essential information on local government, education, entertainment, human interest, business, and civic life; and

WHEREAS, this work has strengthened civic engagement, encouraged informed dialogue, and fostered a greater sense of connection among community members; and

WHEREAS, in an era of rapid change in the media landscape, Lisa Allmendinger has remained a steadfast and trusted voice, upholding the highest standards of journalistic integrity and public service; and

WHEREAS, the sustained effort, humor, resilience, and dedication required to independently produce and maintain a local news platform for fourteen years represents an extraordinary contribution to the public good;

NOW, THEREFORE, BE IT RESOLVED that the Chelsea District Library Board of Trustees hereby recognizes and honors Lisa Allmendinger for fourteen years of outstanding service in local journalism, and extends its sincere gratitude for her enduring commitment to informing, connecting, and strengthening our community.

BE IT FURTHER RESOLVED that this proclamation be entered into the official record and a copy presented in recognition of this significant milestone.

Adopted this 16th day of April, 2026

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Wendy Reinhardt, Board President

---

Date



# Action Item #4

Chelsea District Library  
Board of Trustees

## Library Board Fact Sheet May 19, 2026 Board Meeting

### **Policies: 211 Borrower Registration and 510 Investment Policy**

#### **Background:**

The board reviewed prospective revisions to 211 Borrower Registration and 510 Investment Policy in April.

#### **Action:**

The Chelsea District Library Board of Trustees approves the revisions to 211 Borrower Registration and 510 Investment Policy.

---

Janice L. Carr, Board Secretary

---

Date



## 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, 5/19/2026

### 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 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 library service area that is a member of The Library Network (TLN)**), 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 is only 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.

7. Persons owning a business or employed by a business in the CDL service area must provide proof of ownership or employment annually upon renewal.

8. Renewal for all library card holders requires payment of any outstanding fees at time of renewal, including all existing fines & fees on the patron's and minor children's accounts.

7. As long as CDL is a member of 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, 5/19/2026

## **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 financial instrument 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.

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Janice L. Carr, Secretary

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Date



# **DISCUSSION ITEMS**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, determining debits and credits, preparing a trial balance, adjusting the entries, preparing financial statements, and closing the books.

The third part of the document focuses on the preparation of financial statements. It explains how to use the trial balance to identify any errors and how to adjust the entries to reflect the true financial position of the company. It also discusses the importance of comparing the financial statements with the previous period to identify trends and anomalies.

The fourth part of the document discusses the role of the accountant in the business. It highlights the need for the accountant to be objective, honest, and ethical in their work. It also emphasizes the importance of communication and collaboration with other departments in the company.

The fifth part of the document provides a summary of the key points discussed in the document. It reiterates the importance of accurate record-keeping, the accounting cycle, the preparation of financial statements, and the role of the accountant.

# **Discussion Item # 1**

Chelsea District Library  
Board of Trustees

## **Library Board Fact Sheet** May 19, 2026 Meeting

### **566 Electronic Transactions of Public Funds Policy**

**Background:**

The Policy Committee has reviewed and revised 566 Electronic Transactions of Public Funds Policy and it is now ready for full Board review.



Chelsea District Library  
Policy & Procedure

Policy Section: 5. Budget & Finance  
Board Approval Date: December 13, 2022  
[Revised: 11/24/2026, x/xx/xxx](#)

- Commented [1]:
- Commented [JC2R1]:
- Commented [JC3R1]:
- Commented [JC4R1]:

**Subject: 566 Electronic Transactions of Public Funds Policy**

**Background:**

**Definitions**

- Automated clearing house (ACH) means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the National Automated Clearing House Association (NACHA) and the Federal Reserve System.
- ACH arrangement means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.
- [Electronic Transaction means any transfer of funds initiated through electronic means, including but not limited to ACH transfers, electronic bill payments, debit/credit card transactions, wire transfers, online banking, and point-of-sale \(POS\) payments.](#)
- Electronic Transactions Officer (ETO) means the person designated by the library board to have the authority granted under this policy.
- Treasurer means the board of trustee's treasurer.

**Policy:**

The Electronic Transactions of Public Funds Policy (policy) authorizes and regulates electronic transactions of public funds involving the Chelsea District Library (CDL) and provides for the powers and duties of certain library officials.

**Procedure:**

**Responsibility for ACH Agreements**

- The CDL board designates the library director as the ETO.
- The director is responsible for the library's ACH agreements, including payment approval, accounting, reporting, and for overseeing compliance with the ACH policy.
- The director, in consultation with financial staff, shall submit documentation to the treasurer detailing the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the library's accounting software system or in a separate report submitted to the board along with a list of the monthly checks as submitted for approval.

**Internal Accounting Controls to Monitor Use of ACH Transactions**

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by CDL:

- The director, in consultation with financial staff, initiates the transaction upon receipt of an invoice from an approved vendor.
- The director, or their designee per Financial Policy #550, and the treasurer or another authorized signer designated in policy #550, will review and approve all ACH invoices for payment.
- Financial staff initiates the electronic transaction with the vendor via the bank, and the director approves the transfer of funds.
- Financial staff presents the invoices, a list of bills for payment, and a list of the electronic payments for library board approval.
- The administration office shall retain all ACH transaction documents for a period of seven years for audit purposes.
- No single employee may initiate, authorize, and reconcile the same transaction.

Commented [5]: I would remove the parentheses so that it references the policy title

Commented [JC6R5]: done

**Security and Compliance**

- The head of technology, in consultation with the library director and financial staff, shall oversee cybersecurity measures for electronic financial systems.
- To ensure data security, all financial transactions must be conducted over secure, encrypted systems, and when available, multi-factor authentication (MFA) shall be used for online banking accounts.
- The library director and financial staff shall deactivate access to electronic payment accounts immediately upon employee separation.

Commented [7]: Who will have access to online payment systems?

Commented [JC8R7]: In addition to the TechHead, the Admin Asst and the financial staff have access to the system to create the ACH. Only the director has ability to approve ACH transactions in the system.

Commented [9]: Does anyone other than the accountant have access to online payments or online ordering systems?

Commented [JC10R9]: YES. Staff can order/purchase materials using the library charge card.

**ACH Not Subject to Revised Municipal Finance Act:**

An ACH arrangement under 2002 PA 738 is not subject to the Revised Municipal Finance Act, 2001 PA 34 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

## **Discussion Item # 2**

Chelsea District Library  
Board of Trustees

**Library Board Fact Sheet**  
May 19, 2026 Meeting

### **Budget Adjustment**

**Background:**

The library seeks Board approval to move \$500 from 967.170 Equipment/Mobee Devices to 884.700 Mobee Programs.



Chelsea District Library  
221 S. Main Street  
Chelsea, MI 48118

Change Request Form for Bookkeeper

Bookkeeper please make the following changes/additions/deletions to the library's accounting books: Circle one: Budget or Actual

Move \$500 From <sup>IT</sup> 967.170 Equipment / Mobee devices  
to 884.700 Mobee Programs  
LC

Different Roll-up lines

Signed: [Signature], Director Date: 5/4/26



**COMMITTEE**

**INFO &**

**MINUTES**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed explanation of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is described in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It explains the difference between assets, liabilities, and equity accounts, and how they are classified into current and non-current categories. It also discusses the importance of understanding the normal balances for each type of account.

The fourth part of the document covers the process of adjusting entries. It explains why adjustments are necessary and how they are recorded. It provides examples of common adjusting entries, such as depreciation, amortization, and accruals.

The fifth part of the document discusses the preparation of financial statements. It explains how the adjusted trial balance is used to prepare the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of comparing the results of the financial statements to the company's performance objectives.

The sixth part of the document covers the closing process. It explains how the temporary accounts (revenues, expenses, and dividends) are closed to the permanent accounts (retained earnings). It provides a step-by-step guide to the closing process, including the journal entries and the resulting T-accounts.

The seventh part of the document discusses the importance of internal controls. It explains how internal controls help to prevent errors and fraud, and how they can be designed to ensure the accuracy and reliability of the financial information.

The eighth part of the document covers the use of accounting software. It discusses the benefits of using software for accounting, such as increased efficiency and accuracy. It also provides a brief overview of the basic functions of accounting software.

The ninth part of the document discusses the role of the accountant. It explains the various responsibilities of an accountant, including recording transactions, preparing financial statements, and providing financial advice to management. It also discusses the importance of ethical behavior in the accounting profession.

The tenth part of the document covers the future of accounting. It discusses the impact of technology on the accounting profession and the need for accountants to stay current in their skills and knowledge. It also discusses the importance of continuing education and professional development.

**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 |
|------------------------|------------------------------|------------------------------|-------------------|------------------|----------------------|
| <b>TJ Helfferich</b>   |                              | <b>Chair</b>                 |                   |                  | <b>X</b>             |
| <b>Bob Swistock</b>    |                              |                              | <b>Chair</b>      |                  | <b>X</b>             |
| <b>Claire Sandler</b>  | <b>X</b>                     |                              |                   | <b>X</b>         |                      |
| <b>Patricia Garcia</b> | <b>Chair</b>                 | <b>X</b>                     |                   |                  |                      |
| <b>Wendy Reinhardt</b> |                              |                              | <b>X</b>          |                  | <b>Chair</b>         |
| <b>Aditi Fox</b>       |                              | <b>X</b>                     | <b>X</b>          | <b>X</b>         |                      |
| <b>Jan Carr</b>        | <b>X</b>                     |                              |                   | <b>Chair</b>     |                      |

Janice L. Carr

1-15-26

\_\_\_\_\_  
Janice L. Carr, Board Secretary

\_\_\_\_\_  
Date

