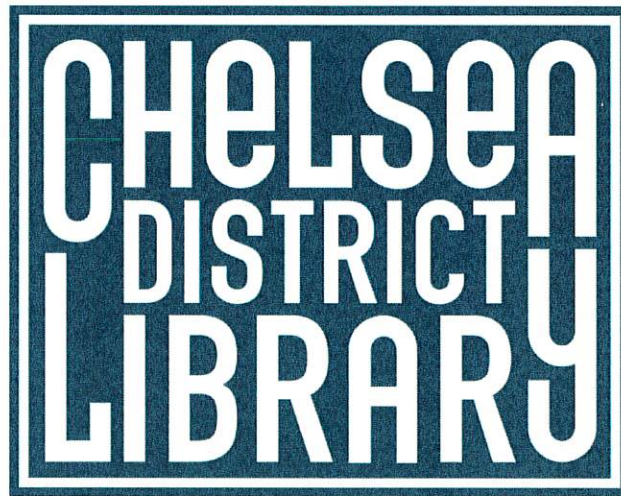


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

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

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, June 16, 2026—6:45 p.m.

McKune Room – Chelsea District Library

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

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

7:00 Public Comment

7:05 Action Items

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

7:15 Discussion Items

1. Budget Hearing Notice
2. Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records
3. Retiring Policy 560 Construction Management

7:30 Reports

Policy Committee

Finance Committee

Director Oversight Committee

Governance Committee

Community Outreach Committee

7:35 Communications

7:40 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

Revised July 16, 2024

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

Tuesday, May 19, 2026 9:00 a.m.
Meeting Location: McKune Room

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

Trustees Absent: J. Carr

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 9:03 a.m.

Consent Agenda

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

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by A. Fox, SECONDED by C. Sandler to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Went over other department head's reports and the Midwest Lit Walk.
- The library is getting new slanted lower shelving, so that it's easier to see the items on the bottom shelves.

Friends Report Update:

- Friends Treasurer, Nancy Neff, will be donating to the library each of the next 5 years.
- Jewelry and purse sale approaching and the Friends have been sorting in preparation.

Public Comment: None

Action Item #1: Donations

MOTION made by P. Garcia, SECONDED by B. Swistock to approve the April donations. Discussion: None

All Ayes 6-0

Action Item #2: 2025 Audit

MOTION made by C. Sandler, SECONDED by A. Fox to approve the 2025 Audit, performed by Yeo & Yeo and presented at the April board meeting. Discussion: None

All Ayes 6-0

Action Item #3: Board Proclamation

MOTION made by A. Fox, SECONDED by P. Garcia to approve the board proclamation as written. Discussion: None

All Ayes 6-0

Action Item #4: Policies 211 Borrower Registration and 510 Investment Policy

MOTION made by A. Fox, SECONDED by TJ Helfferich to approve the revisions to policies 211 and 510. Discussion: Made two small changes to 211, adding bracketing and fixing a number sequence issue.

All Ayes 6-0

Discussion Item #1: Policy 566 Electronic Transactions of Public Funds

Aditi, in Jan's absence, went over the changes recommended by the Policy Committee. This policy will move to action in June.

Discussion Item #2: Budget Adjustment

The library needs to move \$500 from 967.170 Equipment/Mobee Devices to 884.700 Mobee Programs, and since the lines don't rollup directly, the move requires board approval.

Committee Reports:

Policy Committee – Aditi shared that policies 210 and 230 will be the next to be reviewed.

Finance Committee – Bob shared that the Finance Committee had reviewed policies 560 and 566. Also, that the committee will review the initial draft of the 2027 Budget on June 2.

Director Oversight Committee – TJ announced that the committee is working on succession plan information.

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by A. Fox to adjourn the meeting at 9:31 a.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Ch...		05/31/2026		Service Charge	001.001 · CSB/Operations Chec...	-8.40	-8.40
				Service Charge	802.100 · Admin-Fees Bank	-8.40	8.40
TOTAL						-8.40	8.40
Bill...	ACH50826-1	05/08/2026	Giacopuzzi, Jacopo	ACH - Music in the Air 2026 - \$3250.00 DUE A...	001.001 · CSB/Operations Chec...	-4,250.00	-4,250.00
Bill	26-0322-SP	04/30/2026		MIA26 - \$3250.00 DUE AT CONTRACT + \$100...	884.962 · Music in the Air - Restri...	-4,250.00	4,250.00
TOTAL						-4,250.00	4,250.00
Bill...	ACH050826-2	05/08/2026	THE LAVIN AGENCY	27481-3 - NATHAN PYLE - TRAVEL REIMBUR...	001.001 · CSB/Operations Chec...	-1,439.04	-1,439.04
Bill	27481-3	04/23/2026		MLW26 - NATHAN PYLE - TRAVEL REIMBURS...	884.111 · Midwest Literary Walk	-1,439.04	1,439.04
TOTAL						-1,439.04	1,439.04
Bill...	30364	05/04/2026	COMFORT, STACEY	REIMBURSEMENT - APRIL SUPPLIES	001.001 · CSB/Operations Chec...	-41.90	-41.90
Bill	26-1105-SC	05/04/2026		LOWES - P&P APRIL SUPPLIES POLLYS - POP FOR P&P, D&D	884.272 · Teen General Programs 884.276 · Teen Event Supplies	-22.00 -19.90	22.00 19.90
TOTAL						-41.90	41.90
Bill...	30365	05/04/2026	HERRON, A	REIMBURSEMENT - YOUTH PROGRAMMING ...	001.001 · CSB/Operations Chec...	-33.90	-33.90
Bill	26-1202-AH	05/04/2026		REIMBURSEMENT - YOUTH PROGRAMMING ...	884.272 · Teen General Programs	-33.90	33.90
TOTAL						-33.90	33.90
Bill...	30366	05/05/2026	Unique Management S...	2026 - 6157771 CLIENT # 1954 - COLLECTION...	001.001 · CSB/Operations Chec...	-71.60	-71.60
Bill	615771	04/16/2026		2026 MAR - COLLECTION FEES (PLACEMENT...	801.090 · Collection Fees	-71.60	71.60
TOTAL						-71.60	71.60
Bill...	30367	05/13/2026	City of Chelsea	BANNER APPLICATION FEE - SUMMER REA...	001.001 · CSB/Operations Chec...	-105.00	-105.00
Bill	26-4206-VK	05/12/2026		BANNER APPLICATION FEE - SUMMER READ...	880.130 · Signs/Banners/Posters	-105.00	105.00
TOTAL						-105.00	105.00

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30368	05/13/2026	A Production Cleaning...	16900 - CLEANING 04/26/26 - 05/09/26	001.001 - CSB/Operations Chec...	-1,750.00	-1,750.00
Bill	16900	05/13/2026		CLEANING 04/26/26 - 05/09/26	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30369	05/13/2026	ABSOPURE		001.001 - CSB/Operations Chec...	-56.38	-56.38
Bill	85109499	05/13/2026		05/04/26 DELIVERY - BOTTLED WATER	727.100 - Supplies - General Op	-49.89	49.89
Bill	31929132	05/13/2026		04/29 - 05/26/26 COOLER RENTAL	727.100 - Supplies - General Op	-6.49	6.49
TOTAL						-56.38	56.38
Bill...	30370	05/13/2026	Amazon Capital Serv...		001.001 - CSB/Operations Chec...	-253.40	-253.40
Bill	1JN9-RAKF-9RMP	05/05/2026		DESK ORGANIZER	727.100 - Supplies - General Op	-26.99	26.99
Bill	1LKK-MNNH-RML6	05/13/2026		TRANSPARENCY FILM	884.602 - Technology Programs	-18.04	18.04
Bill	167H-JDGG-9446	05/13/2026		COMMUNITY CARE COLLECTION RESTOCK	982.830 - Community Care Shelf	-208.37	208.37
TOTAL						-253.40	253.40
Bill...	30371	05/13/2026	American Library Asso...	2026 - JESSICA ZUBIK Membership #2129855	001.001 - CSB/Operations Chec...	-125.00	-125.00
Bill	2129855	05/12/2026		2026 - JESSICA ZUBIK Membership #2129855 ...	969.320 - Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill...	30372	05/13/2026	Ann Arbor Observer	33802	001.001 - CSB/Operations Chec...	-521.10	-521.10
Bill	33802	05/05/2026		MEDIA BUY - MLW26	880.110 - Media Buy	-521.10	521.10
TOTAL						-521.10	521.10
Bill...	30373	05/13/2026	ASSA ABLOY Entranc...	ACCT 481635 INV SCI 85707 MAINTENANCE ...	001.001 - CSB/Operations Chec...	-955.33	-955.33
Bill	SCI 85707	05/13/2026		MAINTENANCE AGREEMENT - 26-27 - 06/01/...	803.640 - Doors	-955.33	955.33
TOTAL						-955.33	955.33
Bill...	30374	05/13/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 05/15/26	001.001 - CSB/Operations Chec...	-961.54	-961.54
Bill	260515	05/12/2026		2026 - BOOKKEEPING TO 05/15/26	801.040 - Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30375	05/13/2026	Blue Care Network of ...	2026 - GROUP 00277068 SUBGROUP 0002 - C...	001.001 - CSB/Operations Chec...	-4,362.84	-4,362.84
Bill	261290051274	05/13/2026		JUN HEALTH INSURANCE COVERAGE, JUN ...	710.200 - Per Svcs-Fringe Flex Ben	-4,362.84	4,362.84
TOTAL						-4,362.84	4,362.84
Bill...	30376	05/13/2026	CASTEELS, DEMETRI...	WEEDING 5/2026 - 8 HRS WEEDING	001.001 - CSB/Operations Chec...	-200.00	-200.00
Bill	26-2469-LB	05/13/2026		WEEDING	803.611 - Lawn Service	-200.00	200.00
TOTAL						-200.00	200.00
Bill...	30377	05/13/2026	Chelsea Chamber Play...	FAMILY CONCERT 05/09/26	001.001 - CSB/Operations Chec...	-300.00	-300.00
Bill	26-0331-SP	05/13/2026		FAMILY CONCERT 05/09/26	884.212 - General Youth Programs	-300.00	300.00
TOTAL						-300.00	300.00
Bill...	30378	05/13/2026	City of Chelsea	APRIL TRASH	001.001 - CSB/Operations Chec...	-40.00	-40.00
Bill	22519	05/13/2026		APR TRASH	803.620 - Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill...	30379	05/13/2026	City of Chelsea-Elect ...	2026 - APR - 03/31/2026 - 04/30/2026 - UTILITI...	001.001 - CSB/Operations Chec...	-4,731.33	-4,731.33
Bill	20260508	05/13/2026		2026 - WATER - APR - 03/31/2026 - 04/30/2026	920.110 - City of Chelsea Water	-78.99	78.99
				2026 - SEWER - APR - 03/31/2026 - 04/30/2026	920.120 - City of Chelsea Sewer	-160.00	160.00
				2026 - ELECTRICITY - APR - 03/31/2026 - 04/3...	920.130 - City of Chelsea Electric	-4,412.03	4,412.03
				2026 - MoBee(GARAGE - APR - 03/31/2026 - 0...	920.131 - MoBee - Garage electrici...	-27.47	27.47
				2026 - SPRINKLER - APR - 03/31/2026 - 04/30/...	920.150 - City of Chelsea Sprinkler	-52.84	52.84
TOTAL						-4,731.33	4,731.33
Bill...	30380	05/13/2026	CRAFT, JAMES N	SPEAKER FEE - VACATION PROGRAM - 05/0...	001.001 - CSB/Operations Chec...	-200.00	-200.00
Bill	26-0802-LEB	05/08/2026		SPEAKER FEE - VACATION PROGRAM - 05/0...	884.119 - General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill...	30381	05/13/2026	Great Lakes Ace Hard...	2026 - INV 19632/154 - ACCT 200379	001.001 - CSB/Operations Chec...	-21.44	-21.44
Bill	19632/154	05/13/2026		REPAIR ITEMS FOR METAL DETECTOR - ELE...	732.300 - Supplies-MINT-General	-21.44	21.44

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-21.44	21.44
Bill...	30382	05/13/2026	INFLATE YOUR PART...	BOUNCE HOUSE SRP KICKOFF 06/05/26	001.001 · CSB/Operations Chec...		-230.00
Bill	26-0510-JZ	05/05/2026		BOUNCE HOUSE SRP KICKOFF 06/05/26	884.926 · Youth Prog Rest Gifts	-230.00	230.00
TOTAL						-230.00	230.00
Bill...	30383	05/13/2026	Ingram Library Services		001.001 · CSB/Operations Chec...		-4,861.11
Bill	95494594	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.28	21.28
Bill	95494596	05/05/2026		· Adult Print General - description corrected 05/...	982.720 · Adult Print General	-19.95	19.95
Bill	95494589	05/05/2026		· Adult Print General - description corrected 05/...	982.720 · Adult Print General	-13.83	13.83
Bill	95494597	05/05/2026		· Adult Print General - description corrected 05/...	982.720 · Adult Print General	-17.24	17.24
Bill	95494599	05/05/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.20	16.20
Bill	95494588	05/05/2026		· Adult Print General	982.720 · Adult Print General	-33.96	33.96
Bill	95494593	05/05/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-12.93	12.93
Bill	95494592	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	95494600	05/05/2026		· Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	95528366	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-57.63	57.63
Bill	95528360	05/05/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-16.71	16.71
Bill	95528361	05/05/2026		· Adult Print General	982.720 · Adult Print General	-67.38	67.38
Bill	95528363	05/05/2026		· Adult Large Print	982.710 · Adult Large Print	-61.81	61.81
Bill	95528368	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	95528367	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.82	17.82
Bill	95528362	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.12	37.12
Bill	95528370	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	95591523	05/05/2026		· Adult Print General	982.720 · Adult Print General	-34.53	34.53
Bill	95591522	05/05/2026		· Adult Print General	982.720 · Adult Print General	-33.41	33.41
Bill	95591517	05/05/2026		· Adult Large Print	982.710 · Adult Large Print	-43.80	43.80
Bill	95591524	05/05/2026		· Adult Print General	982.720 · Adult Print General	-18.90	18.90
Bill	95591515	05/05/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	95591520	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-20.66	20.66
Bill	95591516	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.12	37.12
Bill	95591521	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	95591527	05/05/2026		· Adult Print General	982.720 · Adult Print General	-67.38	67.38
Bill	95591528	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.17	16.17
Bill	95591529	05/05/2026		· Adult Print General	982.720 · Adult Print General	-14.55	14.55
Bill	95618350	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	95650095	05/05/2026		· Adult Print General	982.720 · Adult Print General	-84.65	84.65
Bill	95650098	05/05/2026		· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	95650096	05/05/2026		· Adult Print General	982.720 · Adult Print General	-13.58	13.58
Bill	95650099	05/05/2026		· Adult Print General	982.720 · Adult Print General	-19.74	19.74
Bill	95650097	05/05/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.50	16.50
Bill	95717518	05/05/2026		· Adult Print General	982.720 · Adult Print General	-60.65	60.65
Bill	95717515	05/05/2026		· Adult Print General	982.720 · Adult Print General	-50.46	50.46
Bill	95717519	05/05/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	95566540	05/05/2026		· Book Club Supplies	884.128 · Book Club Supplies	-291.54	291.54

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	95269280	05/13/2026	Youth Print General		982.760 · Youth Print General	-13.03	13.03
Bill	95269284	05/13/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95269289	05/14/2026	Youth Print General		982.760 · Youth Print General	-45.80	45.80
Bill	95269292	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95269294	05/14/2026	Youth Print General		982.760 · Youth Print General	-20.47	20.47
Bill	95269288	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.45	12.45
Bill	95269281	05/14/2026	Youth Print General		982.760 · Youth Print General	-7.98	7.98
Bill	95269285	05/14/2026	Youth Print General		982.760 · Youth Print General	-9.25	9.25
Bill	95297449	05/14/2026	Youth Print General		982.760 · Youth Print General	-46.37	46.37
Bill	95297460	05/14/2026	Youth Print General		982.760 · Youth Print General	-21.01	21.01
Bill	95297459	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	95297447	05/14/2026	Youth Print General		982.760 · Youth Print General	-14.33	14.33
Bill	95297457	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.82	11.82
Bill	95297464	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95328121	05/14/2026	Youth Print General		982.760 · Youth Print General	-30.21	30.21
Bill	95328102	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.34	11.34
Bill	95328105	05/14/2026	Youth Print General		982.760 · Youth Print General	-16.34	16.34
Bill	95328106	05/14/2026	Youth Print General		982.760 · Youth Print General	-186.76	186.76
Bill	95328116	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.45	12.45
Bill	95328103	05/14/2026	Youth Print General		982.760 · Youth Print General	-32.23	32.23
Bill	95328104	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95328109	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95328120	05/14/2026	Youth Print General		982.760 · Youth Print General	-51.35	51.35
Bill	95328122	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95328123	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95328128	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95365785	05/14/2026	Youth Print General		982.760 · Youth Print General	-46.04	46.04
Bill	95365792	05/14/2026	Youth Print General		982.760 · Youth Print General	-19.42	19.42
Bill	95365791	05/14/2026	Youth Print General		982.760 · Youth Print General	-30.29	30.29
Bill	95365786	05/14/2026	Youth Print General		982.760 · Youth Print General	-22.58	22.58
Bill	95365793	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.87	11.87
Bill	95365790	05/14/2026	Youth Print General		982.760 · Youth Print General	-9.17	9.17
Bill	95402689	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.33	11.33
Bill	95402678	05/14/2026	Youth Print General		982.760 · Youth Print General	-23.80	23.80
Bill	95402688	05/14/2026	Youth Print General		982.760 · Youth Print General	-10.25	10.25
Bill	95402686	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	95422013	05/14/2026	Youth Print General		982.760 · Youth Print General	-17.29	17.29
Bill	95422005	05/14/2026	Youth Print General		982.760 · Youth Print General	-27.56	27.56
Bill	95422009	05/14/2026	Youth Print General		982.760 · Youth Print General	-36.49	36.49
Bill	95422004	05/14/2026	Youth Print General		982.760 · Youth Print General	-47.38	47.38
Bill	95466725	05/14/2026	Youth Print General		982.760 · Youth Print General	-14.08	14.08
Bill	95466734	05/14/2026	Youth Print General		982.760 · Youth Print General	-217.42	217.42
Bill	95466733	05/14/2026	Youth Print General		982.760 · Youth Print General	-46.46	46.46
Bill	95466735	05/14/2026	Youth Print General		982.760 · Youth Print General	-10.25	10.25
Bill	95466737	05/14/2026	Youth Print General		982.760 · Youth Print General	-10.05	10.05
Bill	95494587	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95494595	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.09	11.09
Bill	95494598	05/14/2026	Mobile CDL - Youth		982.761 · Mobile CDL - Youth	-11.84	11.84
Bill						-22.60	22.60

Chelsea District Library
Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	95494590	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	95494591	05/14/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	95528364	05/14/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-9.25	9.25
Bill	95528368	05/14/2026		· Youth Print General	982.760 · Youth Print General	-25.94	25.94
Bill	95528365	05/14/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-11.30	11.30
Bill	95528359	05/14/2026		· Youth Print General	982.760 · Youth Print General	-8.24	8.24
Bill	95528369	05/14/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	95565539	05/14/2026		· Youth Print General	982.760 · Youth Print General	-150.04	150.04
Bill	95578073	05/14/2026		· Youth Print General	982.760 · Youth Print General	-12.45	12.45
Bill	95591519	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	95591514	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	95591525	05/14/2026		· Youth Print General	982.760 · Youth Print General	-12.41	12.41
Bill	95591513	05/14/2026		· Youth Print General	982.760 · Youth Print General	-8.78	8.78
Bill	95591518	05/14/2026		· Youth Print General	982.760 · Youth Print General	-9.84	9.84
Bill	95591530	05/14/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-11.84	11.84
Bill	95591526	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	95650101	05/14/2026		· Youth Print General	982.760 · Youth Print General	-176.12	176.12
Bill	95650100	05/14/2026		· Youth Print General	982.760 · Youth Print General	-184.60	184.60
Bill	95650103	05/14/2026		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	95650104	05/14/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	95717520	05/14/2026		· Youth Print General	982.760 · Youth Print General	-10.02	10.02
Bill	95717516	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	95717521	05/14/2026		· Youth Print General	982.760 · Youth Print General	-26.78	26.78
Bill	95717517	05/14/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	95717522	05/14/2026		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	95717524	05/14/2026		· Adult Print General	982.720 · Adult Print General	-48.49	48.49
Bill	95717523	05/14/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	95717525	05/14/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	95732128	05/14/2026		· Adult Print General	982.720 · Adult Print General	-51.24	51.24
Bill	95732124	05/14/2026		· Adult Print General	982.720 · Adult Print General	-15.95	15.95
Bill	95732129	05/14/2026		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	95747575	05/14/2026		· Adult Large Print	982.710 · Adult Large Print	-26.86	26.86
Bill	95747578	05/14/2026		· Adult Print General	982.720 · Adult Print General	-13.83	13.83
Bill	95747574	05/14/2026		· Adult Print General	982.720 · Adult Print General	-33.41	33.41
Bill	95747577	05/14/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	95747582	05/14/2026		· Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	95747583	05/14/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	95802450	05/14/2026		· Adult Print General	982.720 · Adult Print General	-50.67	50.67
Bill	95802449	05/14/2026		· Adult Print General	982.720 · Adult Print General	-32.78	32.78
Bill	95802462	05/14/2026		· Adult Print General	982.720 · Adult Print General	-127.44	127.44
Bill	95802448	05/14/2026		· Adult Print General	982.720 · Adult Print General	-38.38	38.38
Bill	95802451	05/14/2026		· Adult Large Print	982.710 · Adult Large Print	-108.72	108.72
Bill	95802458	05/14/2026		· Adult Print General	982.720 · Adult Print General	-48.60	48.60
Bill	95802455	05/14/2026		· Adult Print General	982.720 · Adult Print General	-33.96	33.96
Bill	95802456	05/14/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	95802457	05/14/2026		· Adult Print General	982.720 · Adult Print General	-17.28	17.28
Bill	95802453	05/14/2026		· Adult Print General	982.720 · Adult Print General	-17.22	17.22
Bill	95802452	05/14/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	95802460	05/14/2026	Youth Print General		982.760 · Youth Print General	-22.78	22.78
Bill	95802459	05/14/2026	Youth Print General		982.760 · Youth Print General	-28.10	28.10
Bill	95802461	05/14/2026	Youth Print General		982.760 · Youth Print General	-9.71	9.71
Bill	95802454	05/14/2026	Youth Print General		982.760 · Youth Print General	-18.08	18.08
Bill	95802446	05/14/2026	Youth Print General		982.760 · Youth Print General	-10.55	10.55
Bill	95802447	05/14/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95802463	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95802464	05/14/2026	Youth Print General		982.720 · Adult Print General	-14.55	14.55
Bill	95836063	05/14/2026	Youth Print General		982.760 · Youth Print General	-14.05	14.05
Bill	95870466	05/14/2026	Youth Print General		982.760 · Youth Print General	-110.73	110.73
Bill	95870465	05/14/2026	Youth Print General		982.760 · Youth Print General	-107.79	107.79
Bill	95870467	05/14/2026	Youth Print General		982.760 · Youth Print General	-6.85	6.85
Bill	95870468	05/14/2026	Youth Print General		982.760 · Youth Print General	-82.50	82.50
Bill	95870464	05/14/2026	Youth Print General		982.760 · Youth Print General	9.03	9.03
Bill	95870463	05/14/2026	Youth Print General		982.760 · Youth Print General	-8.12	8.12
Bill	95870470	05/14/2026	Adult Large Print		982.720 · Adult Print General	-14.58	14.58
Bill	95870469	05/14/2026	Adult Large Print		982.710 · Adult Large Print	-36.89	36.89
Bill	95870471	05/14/2026	Adult Print General		982.720 · Adult Print General	-17.81	17.81
Bill	95870472	05/14/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
TOTAL						-4,861.11	4,861.11
Bill...	30384	05/13/2026	KANOPIY INC		001.001 · CSB/Operations Chec...	-186.15	-186.15
Bill	502123-PPU	05/05/2026		2026 - KANOPIY VIDEO PLAYS - APR	982.410 · Electronic Products/Subs	-186.15	186.15
TOTAL						-186.15	186.15
Bill...	30385	05/13/2026	KeyBank		A/C Ending3195 04/10 - 05/09/26 DUE ...	-4,721.36	-4,721.36
Bill	20260610	05/12/2026		CHELSEA WELLNESS - DEC HEALTH STIPEN...	969.620 · Staff In-Service & Appr...	-175.00	175.00
				SERENDIPITY - MLW26 - GIFT CARD DRAWING	880.412 · Midwest Literary Walk	-25.00	25.00
				FRIENDS OF MICHIGAN LIBRARIES - MILLAG...	969.145 · Workshops	-15.00	15.00
				META - MLW26 - MEDIA BUY	880.110 · Media Buy	-20.92	20.92
				HOME DEPOT - SHOP VAC - MOBEE SUPPLIES	732.400 · Mobile CDI	-115.54	115.54
				TALAS - FREEZER ARCHIVE PLASTIC BAGS...	982.510 · Local History Preservati...	-84.66	84.66
				GOLDEN LIMO - MLW26 - AIRPORT TO WEBE...	884.111 · Midwest Literary Walk	-164.00	164.00
				GOLDEN LIMO - MLW26 - AIRPORT TO WEB...	884.111 · Midwest Literary Walk	-164.00	164.00
				JIMMY JOHNS - MLW26 - LUNCH	884.911 · Adult Prog Rest Gifts M...	-178.48	178.48
				FRIENDS OF MICHIGAN LIBRARIES - MILLAG...	969.120 · Information Services	-15.00	15.00
				AMERICAN BUTTON MACHINE - BUTTON SU...	884.602 · Technology Programs ...	-163.98	163.98
				GOLDEN LIMO - MLW26 - WEBERS TO CHEL...	884.111 · Midwest Literary Walk	-203.00	203.00
				GOLDEN LIMO - MLW26 - CHELSEA HOUSE T...	884.111 · Midwest Literary Walk	-209.01	209.01
				STAPLES - WATERPROOF TOTES, 75L & 52.8...	982.510 · Local History Preservati...	-80.53	80.53
				COTTAGE INN, TEEN EVENT	884.276 · Teen Event Supplies	-44.17	44.17
				GAYLORD ARCHIVAL - LOCAL HISTORY COR...	982.510 · Local History Preservati...	-798.54	798.54
				BAMBULABS - INGENUITY ENGINE, 3D SUPP...	967.500 · Makerspace Equipment	-1,098.00	1,098.00
				CHELSEA BAKERY - VW SNACK 05/06	884.222 · General Youth Programs	-25.24	25.24

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				UNIVERSAL YUMS - INTERNATIONAL SNACK...	884.277 · Teen Summer Reading	-88.00	88.00
				HERO FORGE - TEEN D&D GAMING	884.272 · Teen General Programs	-7.99	7.99
				PLURALSIGHT	967.110 · Tech Research	-252.00	252.00
				EBAY - COMPUTER SUPPLIES	967.120 · Computers	-36.41	36.41
				ZOOM - ANNUAL LICENSE, VIDEO CONF SOF...	967.200 · Equipment Software	-294.35	294.35
				GODADDY.COM, MLW DOMAIN NAME REGIS...	803.395 · Website Hosting & Serv...	-46.38	46.38
				CLEARY'S - SUCCESSION PLANNING, BALLA...	969.620 · Staff In-Service & Appr...	-45.08	45.08
				LOS TRES AMIGOS - HR ISSUE DISCUSSION...	969.620 · Staff In-Service & Appr...	-44.53	44.53
				CLEARY'S - BUDGET DISCUSSION, POWERS...	969.620 · Staff In-Service & Appr...	-87.58	87.58
				CLEARY'S - STAFF IN-SERVICE	969.620 · Staff In-Service & Appr...	-27.24	27.24
				KROGER - (\$36.28 + \$22.45 = \$58.73) - CUPPA...	960.200 · Director Expense	-36.28	36.28
				KROGER - (\$36.28 + \$22.45 = \$58.73) - STAFF ...	969.620 · Staff In-Service & Appr...	-22.45	22.45
				GOLDEN LIMO - MLW26 - WEBERS TO AIRPO...	884.111 · Midwest Literary Walk	-153.00	153.00
TOTAL						-4,721.36	4,721.36
Bill...	30386	05/13/2026	KNIGHT TECHNOLOG...	2026 - MAY - DATTO CLOUD BACKUP - DISA...	001.001 · CSB/Operations Chec...		-1,100.00
Bill	28744	05/08/2026		2026 MAY - DATTO CLOUD BACKUP - DISAST...	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill...	30387	05/13/2026	Lucas Holdings LLC	73271	001.001 · CSB/Operations Chec...		-792.00
Bill	73271	05/08/2026		PRINTED ITEMS - LIBRARY CARDS	880.340 · Printed Items / Stationary	-792.00	792.00
TOTAL						-792.00	792.00
Bill...	30388	05/13/2026	MC creative design & ...	2026 - 0866 - GENERAL LIBRARY PHOTOGRA...	001.001 · CSB/Operations Chec...		-350.00
Bill	866	05/12/2026		2026 - GENERAL LIBRARY PHOTOGRAPHY	880.522 · Photography Services	-350.00	350.00
TOTAL						-350.00	350.00
Bill...	30389	05/13/2026	Michigan Library Asso...	MEMBERSHIP FEE - 24999 - 8 INDIVIDUALS	001.001 · CSB/Operations Chec...		-1,638.00
Bill	24999	05/08/2026		MEMBERSHIP FEE -Reinhardt, Garcia, Carr, H...	969.550 · Institutional Member MLA	-1,638.00	1,638.00
TOTAL						-1,638.00	1,638.00
Bill...	30390	05/13/2026	Michigan Municipal Le...	LIMITED BCBSM OR UNEMPLOYMENT ONLY...	001.001 · CSB/Operations Chec...		-225.00
Bill	0013984	05/08/2026		LIMITED BCBSM OR UNEMPLOYMENT ONLY ...	969.530 · Institutional Member M...	-225.00	225.00
TOTAL						-225.00	225.00

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30391	05/13/2026	Midwest Tape		001.001 · CSB/Operations Chec...		-424.33
Bill	508725555	05/01/2026	APR NF DVDs		982.470 · DVD Non-Fiction	22.49	22.49
Bill	508725550	05/13/2026	SPRING DVDs		982.480 · Youth Video DVD	-14.24	14.24
Bill	508787606	05/14/2026	APR - FEATURE, FOREIGN, TV, DVDS		982.460 · DVD Feature	-57.73	57.73
Bill	508823036	05/14/2026	MAY - ADULT FEATURE DVDS		982.460 · DVD Feature	-329.87	329.87
TOTAL						-424.33	424.33
Bill...	30392	05/13/2026	Midwest Tape - Hoopla	508799995 - APRIL BORROWS	001.001 · CSB/Operations Chec...		-4,028.57
Bill	508799995	05/05/2026	APRIL BORROWS		982.410 · Electronic Products/Subs	-4,028.57	4,028.57
TOTAL						-4,028.57	4,028.57
Bill...	30393	05/13/2026	OverDrive	CUST # 1576-1014, INV CD0157626138549, E-...	001.001 · CSB/Operations Chec...		-540.00
Bill	CD0157626138549	05/05/2026	EXTRA FUNDS - LIBBY EBOOKS & AUDIOBO...		982.412 · EBooks/Overdrive Adva...	-540.00	540.00
TOTAL						-540.00	540.00
Bill...	30394	05/13/2026	Pronunciator	26913 - ANNUAL SUBSCRIPTION - LANGUAG...	001.001 · CSB/Operations Chec...		-850.00
Bill	26913	05/05/2026	Pronunciator Annual Library Subscription 07/01/...		982.410 · Electronic Products/Subs	-850.00	850.00
TOTAL						-850.00	850.00
Bill...	30395	05/13/2026	SMART BUSINESS SO...	28954-1, 2, 3	001.001 · CSB/Operations Chec...		-300.12
Bill	WO-289542-1	05/12/2026	GENERAL SUPPLIES		727.100 · Supplies - General Op	-268.50	268.50
Bill	WO-289542-2	05/12/2026	GENERAL SUPPLIES		727.100 · Supplies - General Op	-8.80	8.80
Bill	WO-289542-3	05/14/2026	GENERAL SUPPLIES		727.100 · Supplies - General Op	-22.82	22.82
TOTAL						-300.12	300.12
Bill...	30396	05/13/2026	STEAP SPEACILITY T...	TEA TASTING PROGRAM - 05/19/26	001.001 · CSB/Operations Chec...		-200.00
Bill	26-1403-CS	05/14/2026	TEA TASTING PROGRAM		884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill...	30397	05/13/2026	Unique Management S...	2026 - 6159015 CLIENT # 1954 - COLLECTION...	001.001 · CSB/Operations Chec...		-35.80

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	6159015	05/12/2026		2026 APR - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-35.80	35.80
TOTAL						-35.80	35.80
Bill...	30398	05/13/2026	Verizon Wireless	INV 6142223486 - ACCT 442098695-00001 - 0...	001.001 · CSB/Operations Chec...		-643.62
Bill	6142223486	05/12/2026		HOT SPOTS - 03/29 - 04/28/26 PG 3 (04/29 - 0...	850.311 · WiFi Hotspots	-553.56	553.56
				MOBEE INTERNET - 03/29 - 04/28/26 PG 3 (04...	850.312 · Internet/Service - Mobil...	-40.01	40.01
				IT CELL PHONE - 03/29 - 04/28/26 PG 3 (04/29...	850.121 · IT Cell Phone	-50.05	50.05
TOTAL						-643.62	643.62
Bill...	30399	05/13/2026	WEBLINX INC	FY2026 - inv 36033 - STORIES OF CHELSEA ...	001.001 · CSB/Operations Chec...		-3,770.00
Bill	36033	05/12/2026		2026 - STORIES OF CHELSEA REDESIGN 1 ...	801.071 · Website Development	-3,770.00	3,770.00
TOTAL						-3,770.00	3,770.00
Bill...	30400	05/27/2026	Amazon Capital Serv...		001.001 · CSB/Operations Chec...		-1,194.21
Bill	1HPR-DLYF-DJPN	05/26/2026		GLASS FRAME	880.320 · Misc Marketing Supplies	-18.51	18.51
Bill	13JT-G4HF-7W7Q	05/26/2026		· Teen General Programs	884.272 · Teen General Programs	-122.98	122.98
				· Teen Summer Reading	884.277 · Teen Summer Reading	-26.74	27.29
				· Technology Programs - Supplies	884.602 · Technology Programs ...	-33.26	33.94
				· Videogames	982.490 · Videogames	-77.49	79.07
				· Makerspace Equipment	967.500 · Makerspace Equipment	-208.48	212.74
				· Videogames	982.490 · Videogames	-49.50	49.50
Bill	19QM-4NM3-VFYQ	05/26/2026		SRP SUPPLIES	884.226 · Summer Reading	-100.78	100.78
Bill	1MV1-66KR-KGVH	05/26/2026		· SRP Supplies	884.127 · SRP Supplies	-453.45	453.45
Bill	1R9J-T1RG-N7CW	05/27/2026		CRUSHED GLASS FOR PROGRAMS	884.272 · Teen General Programs	-103.02	162.98
Bill	1XXX-4VGW-MVR4	05/28/2026					
TOTAL						-1,194.21	1,283.76
Bill...	30401	05/27/2026	A Production Cleaning...	16911 - CLEANING 05/10/26 - 05/23/26	001.001 · CSB/Operations Chec...		-1,750.00
Bill	16911	05/26/2026		CLEANING 05/10/26 - 05/23/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30402	05/27/2026	A T & T Mobility	ACCT 287286231198X - INV 05142026 - ISSUE...	001.001 · CSB/Operations Chec...		-216.19
Bill	05142026	05/26/2026		2026 - PUBLIC WIFI HOT SPOTS 05/07 - 06/06/...	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30403	05/27/2026	AMERICAN UNITED LI...	GROUP: G 00623836-0090-000 - JUN 06/01/20...	001.001 · CSB/Operations Chec...	-906.70	-906.70
Bill	20260519	05/26/2026		JUN 06/01/2026 -06/30/2026 - 26-2495-LB	710.200 · Per Svcs-Fringe Flex Ben	-906.70	906.70
TOTAL						-906.70	906.70
Bill...	30404	05/27/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 05/29/26	001.001 · CSB/Operations Chec...	-961.54	-961.54
Bill	260529	05/31/2026		2026 - BOOKKEEPING TO 05/29/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30405	05/27/2026	CHELSEA SCHOOL DI...	2026 - FUEL 04/01 - 04/30/26	001.001 · CSB/Operations Chec...	-73.62	-73.62
Bill	26-6264	05/27/2026		2026 - MAY BILLING - APR DIESEL - 18.50 GA...	758.100 · MOBILE CDL - FUEL	-73.62	73.62
TOTAL						-73.62	73.62
Bill...	30406	05/27/2026	Cintas Corporation-300	4269424143 ACCT# 14203324	001.001 · CSB/Operations Chec...	-166.37	-166.37
Bill	4269424143	05/26/2026		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...	30407	05/27/2026	COLLABORATIVE SU...	1069278	001.001 · CSB/Operations Chec...	-232.74	-232.74
Bill	1069278	05/26/2026		· Summer Reading	884.226 · Summer Reading	-232.74	232.74
TOTAL						-232.74	232.74
Bill...	30408	05/27/2026	Constellation NewEne...	INV 4587612 - ACCT BG-303066 - APR 03/19/2...	001.001 · CSB/Operations Chec...	-1,442.30	-1,442.30
Bill	4587612	05/26/2026		APR 02/19/26 - 03/16/26	920.200 · Natural Gas Utilities	-1,442.30	1,442.30
TOTAL						-1,442.30	1,442.30
Bill...	30409	05/27/2026	Costco Anywhere Visa	ACCT ENDING 3253 04/17/26 - 05/18/26 DU...	001.001 · CSB/Operations Chec...	-105.99	-105.99
Bill	20260518	05/31/2026		OUTREACH TETRIS YARD GAME	884.700 · Mobile CDL Programmi...	-105.99	105.99
TOTAL						-105.99	105.99
Bill...	30410	05/27/2026	DeMea, Karla	2026 - PRESENTER - YOUTH PROGRAM STO...	001.001 · CSB/Operations Chec...	-75.00	-75.00

Chelsea District Library
Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0511-JZ	05/26/2026		2026 - PRESENTER - YOUTH PROGRAM STO...	884.215 · Early Literacy	-75.00	75.00
TOTAL						-75.00	75.00
Bill...	30411	05/27/2026	Foster Swift Collins & ...	INV 941976 - CLIENT 21969-00001	001.001 · CSB/Operations Chec...		-373.80
Bill	941976	05/26/2026		AI POLICY AND PATRON INCIDENT	801.010 · Attorney	-373.80	373.80
TOTAL						-373.80	373.80
Bill...	30412	05/27/2026	FUN EXPRESS	INV 74240617-01 ACCT 783724	001.001 · CSB/Operations Chec...		-197.16
Bill	74240617-01	05/26/2026		250th Decorations/handouts	884.126 · General Adult Programs	-197.16	197.16
TOTAL						-197.16	197.16
Bill...	30413	05/27/2026	Great Lakes Ace Hard...		001.001 · CSB/Operations Chec...		-13.92
Bill	19738/154	05/26/2026		BOLTS FOR BABY JUMP SEAT	732.300 · Supplies-MNT-General	-11.08	11.08
Bill	19739/154	05/26/2026		BOLTS FOR BABY JUMP SEAT	732.300 · Supplies-MNT-General	-2.84	2.84
TOTAL						-13.92	13.92
Bill...	30414	05/27/2026	INK FRENZY		001.001 · CSB/Operations Chec...		-942.00
Bill	1004649	05/18/2026		2026 AIC STAFF SHIRTS	880.422 · Authors in Chelsea	-942.00	942.00
TOTAL						-942.00	942.00
Bill...	30415	05/27/2026	KAUFMAN-SCHOFIEL..	REFUND FOR FOUND BOOK - 39216008343797	001.001 · CSB/Operations Chec...		-12.99
Bill	26-5044-AZ	05/26/2026		BOOK FOUND ON SHELF	982.760 · Youth Print General	-12.99	12.99
TOTAL						-12.99	12.99
Bill...	30416	05/27/2026	LYRYSIS		001.001 · CSB/Operations Chec...		-2,480.00
Bill	21023	05/26/2026		IS DEPT WEBSITE APP (formerly Biblioboard C...	967.200 · Equipment Software	-2,480.00	2,480.00
TOTAL						-2,480.00	2,480.00
Bill...	30417	05/27/2026	Midwest Tape		001.001 · CSB/Operations Chec...		-381.84

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	508823034	05/18/2026	APR/MAY BOC		982.120 · Adult Books on Disc	-39.99	39.99
Bill	508857651	05/27/2026	MAY ADULT FEATURE DVDs		982.460 · DVD Feature	-225.65	225.65
Bill	508886161	05/27/2026	APR FEATURE, FOREIGN, TV - DVDs		982.460 · DVD Feature	-15.74	15.74
Bill	508886162	05/27/2026	MAY ADULT FEATURE DVDs		982.460 · DVD Feature	-100.46	100.46
TOTAL						-381.84	381.84
Bill...	30418	05/27/2026	Petty Cash-	001.001 · CSB/Operations Chec...		-129.33	-129.33
Bill	26-6268-CB	06/28/2026			727.100 · Supplies - General Op	-12.87	12.87
					884.222 · General Youth Programs	-24.84	24.84
					884.911 · Adult Prog Rest Gifts M...	-11.95	11.95
					960.200 · Director Expense	-6.00	6.00
					727.100 · Supplies - General Op	-20.00	20.00
					960.200 · Director Expense	-7.00	7.00
					885.200 · Supplies	-14.97	14.97
					884.226 · Summer Reading	-11.70	11.70
					727.100 · Supplies - General Op	-20.00	20.00
TOTAL						-129.33	129.33
Bill...	30419	05/27/2026	Print-Tech Inc.	283039	001.001 · CSB/Operations Chec...	-5,258.76	-5,258.76
Bill	283039	05/26/2026		2026 SUMMER NEWLETTER	880.240 · Newsletter	-5,258.76	5,258.76
TOTAL						-5,258.76	5,258.76
Bill...	30420	05/27/2026	The Library Network	VOID: FFR408281 ACCT R506829 (BLUE RO...	001.001 · CSB/Operations Chec...	0.00	0.00
TOTAL						0.00	0.00
Bill...	30421	05/27/2026	The Sun Times		001.001 · CSB/Operations Chec...	-637.50	-637.50
Bill	29715-R	05/26/2026		05/27/26 - SUMMER READING PROGRAM - 1/...	880.110 · Media Buy	-318.75	318.75
Bill	29722-R	05/26/2026		02/25/26 - AIC, ARTISTS IN CHELSEA - 1/8 PA...	880.110 · Media Buy	-318.75	318.75
TOTAL						-637.50	637.50
Bill...	30422	05/27/2026	UNIVERSITY OFFICE T...	597147636 - ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Chec...	-784.74	-784.74
Bill	597147636	05/26/2026		PUBLIC COPIER LEASE - 05/01 - 05/31/26	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER LEASE - 05/01 - 05/31/26	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 05/01 - 05/...	803.103 · Small Printer Maintena...	-105.74	105.74
TOTAL						-784.74	784.74

Chelsea District Library
Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount	
Bill...	30423	05/27/2026	Washtenaw County Tr...	2026 - CUSTOMER #5401, INV 17955 - 04/26 C...	001.001 · CSB/Operations Chec...		-12.31	
Bill	17955	05/27/2026		2026 - 04/26 CHARGEBACK LEDGER	402.300 · Dexter Township	-5.54	5.54	
				2026 - 04/26 CHARGEBACK LEDGER	402.600 · Sylvan Township	-6.77	6.77	
TOTAL							-12.31	12.31
Bill...	30424	05/27/2026	Zou Zou's	ASRP26CDL - ASRP PRIZES - GIFT CARDS - ...	001.001 · CSB/Operations Chec...		-1,000.00	
Bill	26-0803-LEB	05/26/2026		ASRP PRIZES - GIFT CARDS - 200 x \$5 EA	884.127 · SRP Supplies	-1,000.00	1,000.00	
TOTAL							-1,000.00	1,000.00
Bill...	30425	05/27/2026	Ingram Library Services	001.001 · CSB/Operations Chec...			-6,534.90	
Bill	94769519	05/18/2026		Adult Print General	982.720 · Adult Print General	-16.70	16.70	
Bill	95732126	05/18/2026		Youth Print General	982.760 · Youth Print General	-49.92	49.92	
Bill	95732127	05/18/2026		Youth Print General	982.760 · Youth Print General	-27.79	27.79	
Bill	95732122	05/18/2026		Youth Print General	982.760 · Youth Print General	-23.80	23.80	
Bill	95732125	05/18/2026		Youth Print General	982.760 · Youth Print General	-11.63	11.63	
Bill	95732123	05/18/2026		Youth Print General	982.760 · Youth Print General	-18.58	18.58	
Bill	95747578	05/18/2026		Youth Print General	982.760 · Youth Print General	-15.08	15.08	
Bill	95747571	05/18/2026		Youth Print General	982.760 · Youth Print General	-41.62	41.62	
Bill	95747572	05/18/2026		Youth Print General	982.760 · Youth Print General	-13.46	13.46	
Bill	95747579	05/18/2026		Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-27.13	27.13	
Bill	95747580	05/18/2026		Youth Print General	982.760 · Youth Print General	-13.49	13.49	
Bill	95747573	05/18/2026		Youth Print General	982.760 · Youth Print General	-22.60	22.60	
Bill	95747581	05/18/2026		Youth Print General	982.760 · Youth Print General	-20.50	20.50	
Bill	95903812	05/18/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-35.58	35.58	
Bill	95903813	05/18/2026		Adult Print General	982.720 · Adult Print General	-52.83	52.83	
Bill	95903807	05/18/2026		Adult Large Print	982.710 · Adult Large Print	-53.94	53.94	
Bill	95903809	05/18/2026		Adult Large Print	982.710 · Adult Large Print	-35.24	35.24	
Bill	95903819	05/18/2026		Adult Print General	982.720 · Adult Print General	-17.28	17.28	
Bill	95903814	05/18/2026		Adult Print General	982.720 · Adult Print General	-15.12	15.12	
Bill	95903811	05/18/2026		Adult Print General	982.720 · Adult Print General	-19.95	19.95	
Bill	95903818	05/18/2026		Multiple Book Copies	982.740 · Multiple Book Copies	-17.28	17.28	
Bill	95903815	05/18/2026		Adult Print General	982.720 · Adult Print General	-13.21	13.21	
Bill	95903808	05/18/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.12	37.12	
Bill	95903810	05/18/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-73.18	73.18	
Bill	95903816	05/18/2026		Youth Print General	982.760 · Youth Print General	-10.25	10.25	
Bill	95903806	05/18/2026		Youth Print General	982.760 · Youth Print General	-12.40	12.40	
Bill	95903817	05/18/2026		Youth Print General	982.760 · Youth Print General	-10.25	10.25	
Bill	95903820	05/18/2026		Adult Print General	982.720 · Adult Print General	-16.71	16.71	
Bill	95903823	05/18/2026		Adult Print General	982.720 · Adult Print General	-139.74	139.74	
Bill	95903821	05/18/2026		Adult Print General	982.720 · Adult Print General	-53.36	53.36	
Bill	95903825	05/18/2026		Adult Print General	982.720 · Adult Print General	-45.64	45.64	
Bill	95903824	05/18/2026		Adult Large Print	982.710 · Adult Large Print	-20.66	20.66	

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	95903827	05/18/2026	· Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	95903828	05/18/2026	· Youth Print General		982.760 · Youth Print General	-15.69	15.69
Bill	95903822	05/18/2026	· Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	95930627	05/18/2026	· Youth Print General		982.760 · Youth Print General	-14.38	14.38
Bill	95930626	05/18/2026	· Story Book Trail		884.251 · Story Book Trail	-20.50	20.50
Bill	95930629	05/18/2026	· SRP Supplies		884.127 · SRP Supplies	-290.52	290.52
Bill	95930628	05/18/2026	· Midwest Literary Walk		884.111 · Midwest Literary Walk	-48.00	48.00
Bill	95930630	05/18/2026	· Book Club Supplies		884.128 · Book Club Supplies	-205.14	205.14
Bill	95958979	05/18/2026	· Youth Print General		982.760 · Youth Print General	-11.09	11.09
Bill	95958980	05/18/2026	· Youth Print General		982.760 · Youth Print General	-14.54	14.54
Bill	95975696	05/18/2026	· Youth Print General		982.760 · Youth Print General	-16.77	16.77
Bill	95975697	05/18/2026	· SRP Supplies		884.127 · SRP Supplies	-120.26	120.26
Bill	95985766	05/18/2026	· Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	95985769	05/18/2026	· Adult Print General		982.720 · Adult Print General	98.95	98.95
Bill	95985768	05/18/2026	· Adult Print General		982.720 · Adult Print General	-86.15	86.15
Bill	95985767	05/18/2026	· Adult Large Print		982.710 · Adult Large Print	-108.42	108.42
Bill	95985770	05/18/2026	· Adult Print General		982.720 · Adult Print General	-13.21	13.21
Bill	95993336	05/18/2026	· Adult Print General		982.720 · Adult Print General	-74.80	74.80
Bill	95993342	05/18/2026	· Adult Print General		982.720 · Adult Print General	-81.98	81.98
Bill	95993343	05/18/2026	· Adult Print General		982.720 · Adult Print General	-16.19	16.19
Bill	95993330	05/18/2026	· Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	95993332	05/18/2026	· Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	95993337	05/18/2026	· Adult Large Print		982.710 · Adult Large Print	-23.14	23.14
Bill	95993339	05/18/2026	· Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-23.14	23.14
Bill	95993346	05/18/2026	· Adult Print General		982.720 · Adult Print General	-39.15	39.15
Bill	95993331	05/18/2026	· Adult Print General		982.720 · Adult Print General	-18.33	18.33
Bill	95993340	05/18/2026	· Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-16.71	16.71
Bill	95993341	05/18/2026	· Adult Print General		982.720 · Adult Print General	-15.62	15.62
Bill	95993338	05/18/2026	· Adult Print General		982.720 · Adult Print General	-15.63	15.63
Bill	95993335	05/18/2026	· Adult Print General		982.720 · Adult Print General	-13.21	13.21
Bill	96121049	05/27/2026	· Adult Print General		982.720 · Adult Print General	-29.83	29.83
Bill	96121048	05/27/2026	· Adult Print General		982.720 · Adult Print General	-48.80	48.80
Bill	96121042	05/27/2026	· Multiple Book Copies		982.740 · Multiple Book Copies	-18.33	18.33
Bill	96121045	05/27/2026	· Multiple Book Copies		982.740 · Multiple Book Copies	-18.33	18.33
Bill	96121046	05/27/2026	· Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-35.58	35.58
Bill	96121050	05/27/2026	· Adult Print General		982.720 · Adult Print General	-33.48	33.48
Bill	96121039	05/27/2026	· Adult Print General		982.720 · Adult Print General	-18.86	18.86
Bill	96121041	05/27/2026	· Adult Print General		982.720 · Adult Print General	-37.94	37.94
Bill	96121053	05/28/2026	· Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121052	05/28/2026	· Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121059	05/28/2026	· Adult Print General		982.720 · Adult Print General	-46.02	46.02
Bill	96121058	05/28/2026	· Adult Print General		982.720 · Adult Print General	-33.63	33.63
Bill	96121056	05/28/2026	· Adult Print General		982.720 · Adult Print General	-66.90	66.90
Bill	96121055	05/28/2026	· Adult Print General		982.720 · Adult Print General	-38.28	38.28
Bill	96121062	05/28/2026	· Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121067	05/28/2026	· Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-31.86	31.86
Bill	96121057	05/28/2026	· Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	96121066	05/28/2026	· Adult Print General		982.720 · Adult Print General	-46.94	46.94
Bill	96121061	05/28/2026	· Adult Print General		982.720 · Adult Print General	-34.49	34.49

Chelsea District Library
Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	96121064	05/28/2026	Adult Print General		982.720 · Adult Print General	-97.65	97.65
Bill	96121068	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-21.90	21.90
Bill	96121069	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	96121072	05/28/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-17.04	17.04
Bill	96121078	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-77.70	77.70
Bill	96121082	05/28/2026	Adult Print General		982.720 · Adult Print General	-75.09	75.09
Bill	96121080	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121075	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-23.14	23.14
Bill	96121073	05/28/2026	Adult Print General		982.720 · Adult Print General	-15.60	15.60
Bill	96121085	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.17	16.17
Bill	96121089	05/28/2026	Adult Print General		982.720 · Adult Print General	-42.83	42.83
Bill	96121079	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-37.97	37.97
Bill	96121077	05/28/2026	Adult Print General		982.720 · Adult Print General	-13.83	13.83
Bill	96121076	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.17	16.17
Bill	96121071	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.04	17.04
Bill	96121088	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-16.19	16.19
Bill	96121092	05/28/2026	Adult Print General		982.720 · Adult Print General	-23.14	23.14
Bill	96121099	05/28/2026	Adult Print General		982.720 · Adult Print General	-29.50	29.50
Bill	96121091	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-79.04	79.04
Bill	96121090	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.28	17.28
Bill	96121094	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	96121093	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-21.90	21.90
Bill	96121098	05/28/2026	Adult Print General		982.720 · Adult Print General	-43.31	43.31
Bill	96121102	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121101	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96121100	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.29	17.29
Bill	96149804	05/28/2026	Adult Print General		982.720 · Adult Print General	-149.95	149.95
Bill	96149798	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-102.80	102.80
Bill	96149797	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-73.18	73.18
Bill	96149799	05/28/2026	Adult Print General		982.720 · Adult Print General	-97.37	97.37
Bill	96149791	05/28/2026	Adult Print General		982.720 · Adult Print General	-60.89	60.89
Bill	96149795	05/28/2026	Adult Print General		982.720 · Adult Print General	-51.21	51.21
Bill	96149790	05/28/2026	Adult Print General		982.720 · Adult Print General	-51.00	51.00
Bill	96149792	05/28/2026	Adult Print General		982.720 · Adult Print General	-18.33	18.33
Bill	96149803	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.70	16.70
Bill	96149796	05/28/2026	Adult Ref.		982.730 · Adult Ref.	-38.05	38.05
Bill	96149794	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-23.14	23.14
Bill	96149789	05/28/2026	Adult Print General		982.720 · Adult Print General	-14.17	14.17
Bill	96149805	05/28/2026	Adult Print General		982.720 · Adult Print General	-55.80	55.80
Bill	96149807	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96190377	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.24	17.24
Bill	96190376	05/28/2026	Adult Print General		982.720 · Adult Print General	-12.57	12.57
Bill	96222925	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	96222928	05/28/2026	Adult Print General		982.720 · Adult Print General	-65.73	65.73
Bill	96222924	05/28/2026	Adult Print General		982.720 · Adult Print General	-18.33	18.33
Bill	96222936	05/28/2026	Adult Print General		982.720 · Adult Print General	-189.69	189.69
Bill	96222930	05/28/2026	Adult Print General		982.720 · Adult Print General	-12.57	12.57
Bill	96222923	05/28/2026	Adult Print General		982.720 · Adult Print General	-70.30	70.30
Bill	96222932	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-23.14	23.14

Chelsea District Library
 Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	96222933	05/28/2026	Adult Print General		982.720 · Adult Print General	-43.21	43.21
Bill	96222934	05/28/2026	Adult Print General		982.720 · Adult Print General	-19.95	19.95
Bill	96222929	05/28/2026	Adult Print General		982.720 · Adult Print General	-18.86	18.86
Bill	96222922	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96222927	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-21.28	21.28
Bill	96222948	05/28/2026	Adult Print General		982.720 · Adult Print General	-41.02	41.02
Bill	96222947	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-71.09	71.09
Bill	96222942	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-73.18	73.18
Bill	96222943	05/28/2026	Adult Print General		982.720 · Adult Print General	-48.63	48.63
Bill	96222944	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-34.19	34.19
Bill	96222946	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-71.08	71.08
Bill	96222937	05/28/2026	Adult Print General		982.720 · Adult Print General	-18.86	18.86
Bill	96222945	05/28/2026	Adult Print General		982.720 · Adult Print General	-13.22	13.22
Bill	96222938	05/28/2026	Adult Print General		982.720 · Adult Print General	-10.76	10.76
Bill	96253477	05/28/2026	Adult Print General		982.720 · Adult Print General	-61.16	61.16
Bill	96253476	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.70	16.70
Bill	96253475	05/28/2026	Adult Print General		982.720 · Adult Print General	-57.66	57.66
Bill	96253481	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.20	16.20
Bill	96253471	05/28/2026	Adult Print General		982.720 · Adult Print General	-15.09	15.09
Bill	96253482	05/28/2026	Adult Print General		982.720 · Adult Print General	-15.12	15.12
Bill	96253480	05/28/2026	Adult Print General		982.720 · Adult Print General	-28.29	28.29
Bill	96253479	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-36.89	36.89
Bill	96253470	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	96253474	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-57.14	57.14
Bill	96253483	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	96289215	05/28/2026	Adult Print General		982.720 · Adult Print General	-36.12	36.12
Bill	96289219	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.17	16.17
Bill	96289213	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-52.52	52.52
Bill	96289217	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-21.90	21.90
Bill	96289214	05/28/2026	Adult Print General		982.720 · Adult Print General	-14.02	14.02
Bill	96289212	05/28/2026	Adult Print General		982.720 · Adult Print General	-17.57	17.57
Bill	96289224	05/28/2026	Adult Print General		982.720 · Adult Print General	-14.55	14.55
Bill	96428690	05/28/2026	Adult Print General		982.720 · Adult Print General	-13.84	13.84
Bill	96428697	05/28/2026	Adult Print General		982.720 · Adult Print General	-28.87	28.87
Bill	96428686	05/28/2026	Adult Print General		982.720 · Adult Print General	-36.11	36.11
Bill	96428689	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-118.24	118.24
Bill	96428693	05/28/2026	Adult Print General		982.720 · Adult Print General	-15.63	15.63
Bill	96428691	05/28/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-21.90	21.90
Bill	96428696	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.20	16.20
Bill	96428685	05/28/2026	Adult Print General		982.720 · Adult Print General	-30.20	30.20
Bill	96428700	05/28/2026	Adult Print General		982.720 · Adult Print General	-14.78	14.78
Bill	96428704	05/28/2026	Adult Print General		982.720 · Adult Print General	-16.50	16.50
Bill	96428707	05/28/2026	Adult Print General		982.720 · Adult Print General	-28.34	28.34
Bill	96428702	05/28/2026	Adult Large Print		982.710 · Adult Large Print	-21.61	21.61
Bill	96428703	05/28/2026	Adult Print General		982.720 · Adult Print General	-46.55	46.55
Bill	96428701	05/28/2026	Adult Print General		982.720 · Adult Print General	-20.28	20.28
Bill	96428708	05/28/2026	Adult Print General		982.720 · Adult Print General	-30.04	30.04
TOTAL						-6,534.90	6,534.90

Chelsea District Library
Monthly Check Register
 May 2026

2:08 PM
 06/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount	
Bill...	30426	05/28/2026	COLE, ANDREA	REPAYMENT FOR "LEAVE THE WORLD BEH..."	001.001 · CSB/Operations Chec...	-27.99	-27.99	
Bill	26-5045-AZ	05/28/2026		FOUND BOOK, 39216008478130	982.720 · Adult Print General	-27.99	27.99	
TOTAL							-27.99	27.99
Bill...	30427	05/28/2026	Pitney Bowes	ACCT # 0010280651 - INV 332261130	001.001 · CSB/Operations Chec...	-63.72	-63.72	
Bill	332261130	05/28/2026		METER RENTAL - 04/16/26 - 07/15/26	731.200 · Other Svc-Pstg Operatng	-63.72	63.72	
TOTAL							-63.72	63.72
Bill...	30428	05/28/2026	SANGOMA US INC	CH162572	001.001 · CSB/Operations Chec...	-483.72	-483.72	
Bill	CH162572	05/28/2026		VOIP	850.120 · Telephone	-483.72	483.72	
TOTAL							-483.72	483.72
Bill...	30429	05/28/2026	T-MOBILE	2026 - ACCT 975550022 - STATEMENT DATED...	001.001 · CSB/Operations Chec...	-379.22	-379.22	
Bill	26-7232-BLB 202...	05/28/2026		2026 - T-MOBILE WIFI HOTSPOTS - 06/13/202...	850.311 · WiFi Hotspots	-344.22	344.22	
				2026 - MOBEE CELL - 06/13/2026 FOR 04/21/...	850.122 · Telecommunications ...	-35.00	35.00	
TOTAL							-379.22	379.22
Bill...	ACH05122026	05/12/2026	EMPOWER	PAYROLL #10 - 04/12/26 - 04/25/26 PAID 05/01...	001.001 · CSB/Operations Chec...	-6,598.88	-6,598.88	
Bill	20260426	05/12/2026		04/26/26 - 05/09/26 PAID 05/15/26 - PR ER 5%...	231.002 · Payroll Lia/401A MitchER	-2,014.69	2,014.69	
				04/26/26 - 05/09/26 PAID 05/15/26 - PR EE PE...	702.300 · Per Svcs - Retrmt - EE	-3,029.71	3,029.71	
				04/26/26 - 05/09/26 PAID 05/15/26 - PR FLEX T...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92	
				04/26/26 - 05/09/26 PAID 05/15/26 - PR 457(b) ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56	
TOTAL							-6,598.88	6,598.88
Bill...	ACH6282026	05/27/2026	EMPOWER	PAYROLL #11 - 05/10/26 - 05/23/26 PAID 05/29...	001.001 · CSB/Operations Chec...	-6,598.88	-6,598.88	
Bill	20260510	05/27/2026		05/10/26 - 05/23/26 PAID 05/29/26 - ACH PAID ...	231.002 · Payroll Lia/401A MitchER	-2,014.69	2,014.69	
				05/10/26 - 05/23/26 PAID 05/29/26 - ACH PAID ...	702.300 · Per Svcs - Retrmt - EE	-3,029.71	3,029.71	
				05/10/26 - 05/23/26 PAID 05/29/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92	
				05/10/26 - 05/23/26 PAID 05/29/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56	
TOTAL							-6,598.88	6,598.88

Chelsea District Library
Donation and Restricted
January through May 2026

	Jan - May 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	0	230	(230)
674.101 · Designated Youth Collection	0	50	(50)
674.103 · Restricted Local History/Preser	300		
674.110 · Designated Adult Programming	1,750	6,250	(4,500)
674.111 · Designated Youth Programming	2,750	6,000	(3,250)
674.112 · Designated Music Focus Programs	1,000	3,000	(2,000)
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	3,145	7,985	(4,840)
674.141 · Designated Technology	0	3,000	(3,000)
674.150 · Continuing Education Restricted	750	750	0
Total 674.000 · Revenue Contribution & Donation	11,695	29,265	(17,570)
Total Income	11,695	29,265	(17,570)
Gross Profit	11,695	29,265	(17,570)
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	0	3,000	(3,000)
Total 850.900 · Telecom-Restricted Gifts	0	3,000	(3,000)
Total 850.000 · Telecommunications	0	3,000	(3,000)
880.000 · Promotional Materials			
880.900 · Promotional Restricted Gifts	(85)		
Total 880.000 · Promotional Materials	(85)		
884.000 · Programming			
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
Total 884.211 · Authors in Chelsea	2,000	2,000	0
Total 884.210 · Youth Speakers	2,000	2,000	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
884.962 · Music in the Air - Restricted	4,250	7,500	(3,250)
Total 884.400 · Music Focus	4,250	9,500	(5,250)
884.500 · Artist In Residence			
884.970 · Artist in Residence Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
884.910 · Adult Programming Restricted			
884.911 · Adult Prog Rest Gifts MWest LW	1,661	2,000	(339)
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,750	(1,750)
884.927 · Adult Prog Rest Gifts SRP	0	750	(750)
Total 884.910 · Adult Programming Restricted	1,661	4,500	(2,839)
884.920 · Youth Programming Restricted			

Chelsea District Library
Donation and Restricted
 January through May 2026

	Jan - May 26	Budget	\$ Over Budget
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	1,749	3,750	(2,001)
Total 884.920 · Youth Programming Restricted	1,749	4,000	(2,251)
Total 884.000 · Programming	10,660	21,000	(10,340)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	228	750	(522)
Total 969.600 · Staff Training, In-Service	228	750	(522)
Total 969.000 · CE, Staff Development & Travel	228	750	(522)
982.000 · Collection Expense			
982.910 · Adult Collection Restricted	0	230	(230)
982.920 · Youth Collection Restricted	0	50	(50)
Total 982.000 · Collection Expense	0	280	(280)
Total Expense	10,803	25,030	(14,227)
Net Ordinary Income	892	4,235	(3,343)
Net Income	892	4,235	(3,343)

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

2:17 PM
06/02/26
Actual Basis

	TOTAL																
	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan - Dec 26	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense																	
Income																	
402.000 - District Revenue	1,242,827	608,893	501,123	66,449	(12)	0	0	0	0	0	0	0	2,419,280	2,516,825	(97,545)	96%	
540.000 - State Aid	0	0	78,197	0	0	0	0	0	0	0	0	0	78,197	67,700	10,497	116%	
569.000 - State Grants - Other	0	0	2,260	0	2,871	0	0	0	0	0	0	0	5,131	2,260	2,871	227%	
574.100 - Penal Fines	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	1,000	4,000	(1,149)	71%	
645.100 - Copiers & Printers	0	494	1,365	433	599	0	0	0	0	0	0	0	2,891	4,000	(614)	85%	
657.100 - Non-Resident Fees	0	125	3,261	0	0	0	0	0	0	0	0	0	3,386	4,000	(614)	85%	
657.200 - ILL Fees/Collection Agency Rec	0	0	615	0	15	0	0	0	0	0	0	0	630	1,000	(370)	63%	
665.000 - Bank Interest	75	61	77	43	23	0	0	0	0	0	0	0	279	70,000	(26,184)	63%	
665.100 - Investment Gains/Losses	4,746	11,656	5,501	11,288	10,524	0	0	0	0	0	0	0	43,816	70,000	(26,184)	63%	
669.000 - Investment Value Change	(785)	319	(2,339)	(255)	(540)	0	0	0	0	0	0	0	(3,600)	0	3,600	0%	
671.000 - Misc Income & Refunds	0	0	0	751	0	0	0	0	0	0	0	0	751	0	751	0%	
674.000 - Revenue Contribution & Donation	1,400	1,050	50	2,110	7,065	0	0	0	0	0	0	0	11,695	29,265	(17,570)	40%	
Total Income	1,248,263	622,588	590,110	81,820	20,625	0	0	0	0	0	0	0	2,563,416	2,703,050	(139,634)	95%	
Gross Profit	1,248,263	622,588	590,110	81,820	20,625	0	0	0	0	0	0	0	2,563,416	2,703,050	(139,634)	95%	
Expense																	
701.000 - Personnel Svcs Control Acct	83,343	113,830	168,012	73,889	170,709	0	0	0	0	0	0	0	608,783	1,530,647	(920,864)	40%	
727.000 - Supplies	1,173	281	2,388	1,910	661	0	0	0	0	0	0	0	6,113	24,350	(18,237)	25%	
731.000 - Other Svc - Postage	0	0	643	0	64	0	0	0	0	0	0	0	707	900	(193)	79%	
732.000 - Supplies-Maintenance	23	371	16	0	151	0	0	0	0	0	0	0	561	7,550	(6,988)	7%	
758.000 - FUEL - DIESEL	33	36	0	0	74	0	0	0	0	0	0	0	143	750	(607)	19%	
801.000 - Professional & Contractual Svcs	2,363	2,710	21,866	2,402	6,809	0	0	0	0	0	0	0	36,170	144,259	(108,089)	25%	
802.000 - Admin-Fees & Misc Costs	55	39	578	113	63	35	0	0	0	0	0	0	863	1,540	(657)	57%	
803.000 - Maintenance Service Contracts	19,199	9,819	17,262	23,134	6,626	0	0	0	0	0	0	0	76,040	198,899	(122,849)	38%	
850.000 - Telecommunications	(9,554)	1,337	2,264	1,893	1,723	0	0	0	0	0	0	0	3,663	44,500	(40,837)	8%	
880.000 - Promotional Materials	6,715	12,776	5,262	8,000	8,596	0	0	0	0	0	0	0	41,339	91,100	(49,761)	45%	
884.000 - Programming	28,901	12,032	15,668	25,097	6,444	780	0	0	0	0	0	0	88,942	159,810	(70,868)	56%	
885.000 - Volunteer	29	22	273	62	15	0	0	0	0	0	0	0	401	2,600	(2,199)	15%	
920.000 - Utilities	0	6,563	6,855	5,499	6,174	0	0	0	0	0	0	0	24,881	84,458	(59,577)	29%	
960.000 - Board & Director Expense	37	711	77	119	49	0	0	0	0	0	0	0	983	3,800	(2,807)	26%	
965.000 - Automation Services	0	14,344	0	10,849	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	7,292	26,513	(19,221)	28%	
967.000 - Equipment	4,391	3,735	6,097	1,098	4,596	0	0	0	0	0	0	0	19,887	51,015	(31,128)	39%	
969.000 - CE, Staff Development & Travel	1,616	4,732	351	3,597	2,420	0	0	0	0	0	0	0	12,816	27,435	(14,619)	47%	
970.000 - Capital Expense 980.00	0	0	0	0	0	0	0	0	0	0	0	0	110,260	110,260	0	0%	
982.000 - Collection Expense	8,851	11,757	54,942	20,505	18,108	0	0	0	0	0	0	0	114,163	281,474	(167,311)	41%	
991.004 - Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	(8,400)	0%	
991.450 - DEBT PRINCIPAL - GASB96 SBTA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
994.000 - Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
994.450 - DEBT INTEREST - GASB96 SBTA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
Total Expense	153,175	195,085	305,437	182,216	233,242	815	0	0	0	0	0	0	1,069,970	2,855,320	(1,786,350)	37%	
Net Ordinary Income	1,095,088	427,513	284,673	(100,396)	(212,617)	(815)	0	0	0	0	0	0	1,493,446	(152,270)	1,645,716	(981%)	
Other Income/Expense																	
Other Income																	
691.450 - OTHER FIN SOURCE - GASB96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other Expense																	
995.001 - Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 - Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
999.015 - Annual Giving Offset	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
999.025 - Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Income	1,095,088	427,513	284,673	(100,396)	(212,617)	(815)	0	0	0	0	0	0	1,493,446	(152,270)	1,645,716	(981%)	

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

	<u>Jan - Dec 26</u>	<u>Jan - Dec 25</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
402.000 · District Revenue	2,419,279.35	2,383,692.14	35,587.21	1.49%
540.000 · State Aid	78,196.56	95,693.40	-17,496.84	-18.28%
569.000 · State Grants - Other	5,131.62	0.00	5,131.62	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	2,851.14	4,873.97	-2,022.83	-41.5%
657.100 · Non-Resident Fees	3,386.17	2,145.00	1,241.17	57.86%
657.200 · ILL Fees/Collection Agency Rec	630.00	540.00	90.00	16.67%
665.000 · Bank Interest	279.58	539.99	-260.41	-48.23%
665.100 · Investment Gains/Losses	43,816.09	104,268.40	-60,452.31	-57.98%
669.000 · Investment Value Change	-3,600.56	6,047.40	-9,647.96	-159.54%
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	11,695.00	69,534.68	-57,839.68	-83.18%
Total Income	<u>2,563,415.48</u>	<u>2,694,158.03</u>	<u>-130,742.55</u>	<u>-4.85%</u>
Gross Profit	<u>2,563,415.48</u>	<u>2,694,158.03</u>	<u>-130,742.55</u>	<u>-4.85%</u>
Expense				
701.000 · Personnel Svcs Control Acct	609,783.64	1,369,314.82	-759,531.18	-55.47%
727.000 · Supplies	6,113.97	14,089.17	-7,975.20	-56.61%
731.000 · Other Svc - Postage	706.76	923.08	-216.32	-23.44%
732.000 · Supplies-Maintenance	560.78	2,328.94	-1,768.16	-75.92%
758.000 · FUEL - DIESEL	143.02	327.12	-184.10	-56.28%
801.000 · Professional & Contractual Svcs	36,170.93	60,721.55	-24,550.62	-40.43%
802.000 · Admin-Fees & Misc Costs	882.68	940.11	-57.43	-6.11%
803.000 · Maintenance Service Contracts	76,040.40	155,682.69	-79,642.29	-51.16%
850.000 · Telecommunications	3,661.86	31,946.59	-28,284.73	-88.54%
880.000 · Promotional Materials	41,338.59	78,922.55	-37,583.96	-47.62%
884.000 · Programming	88,943.15	151,994.56	-63,051.41	-41.48%
885.000 · Volunteer	400.86	2,999.26	-2,598.40	-86.64%
920.000 · Utilities	24,881.35	75,947.75	-51,066.40	-67.24%
960.000 · Board & Director Expense	993.72	4,054.88	-3,061.16	-75.49%
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	19,886.21	45,149.48	-25,263.27	-55.96%
969.000 · CE, Staff Development & Travel	12,815.38	24,399.52	-11,584.14	-47.48%
970.000 · Capital Expense 980.00	0.00	200,184.66	-200,184.66	-100.0%
982.000 · Collection Expense	114,162.95	248,776.18	-134,613.23	-54.11%
991.004 · Debt Principal - Leases GASB87	0.00	7,650.00	-7,650.00	-100.0%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	2,937.00	-2,937.00	-100.0%
994.000 · Debt Interest - GASB87	0.00	498.00	-498.00	-100.0%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	716.00	-716.00	-100.0%
Total Expense	<u>1,069,971.55</u>	<u>2,552,510.17</u>	<u>-1,482,538.62</u>	<u>-58.08%</u>
Net Ordinary Income	<u>1,493,443.93</u>	<u>141,647.86</u>	<u>1,351,796.07</u>	<u>954.34%</u>
Net Income	<u>1,493,443.93</u>	<u>141,647.86</u>	<u>1,351,796.07</u>	<u>954.34%</u>

DIRECTOR'S REPORT

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

Staff Announcements

Staff Work Anniversaries in June

Tech Services Assistant Martha Jacques, five years on June 30

Library Assistant Lisa Skylis, three years on June 13

Library Assistant Jean Pierce, five years on June 28

Congratulations all! You make coming to the library a pleasure each and every day.

Revenue Sources from State of Michigan

CDL receives State of Michigan funding through several revenue sources:

State Aid

The State Aid to Public Libraries Act 89 of 1977 was enacted to supplement local and federal fund sources for libraries in Michigan. Each fiscal year, the state appropriation process establishes the amount for State Aid. The statutory formula is based mainly on population and paid based on per capita rates.

Recent payment history:

2020 \$12,017

2021 \$13,018

2022 \$15,849

2023 \$16,353

2024 \$16,458

2025 \$17,520

2026 – first of two payments: \$8,645

Penal Fines

Based on the Distribution of Penal Fines to Public Libraries Act 59 of 1964. This amount is dependent on local fines and court rulings and distributed on a per capita basis.

Recent payment history:

2020 \$15,282

2021 \$20,479

2022 \$15,221

2023 \$12,745

2024 \$14,578

2025 \$12,034

Small Business Taxpayer Exemption (SBTE) Reimbursement

Beginning Tax Year 2023, the Michigan Trust Fund Act, 2000 PA 489, MCL 12.253a, provides for reimbursements to municipalities for personal property tax revenue lost as a result of SBTE claims. SBTE claims may be filed by taxpayers that own, lease, or possess eligible personal property having a combined true cash value equal to or greater than \$80,000 but less than \$180,000. Payments to CDL began in FY 2025. The SBTE reimbursement is funded by the 6% use tax.

Recent payment history:

2025 \$3,541

2026 \$5,132

Local Community Stabilization Authority (LCSA) Payments

LCSA was created to offset revenue losses due to significant reductions in the Personal Property tax. The Local Community Stabilization Authority Act, 2014 PA 86, MCL 123.1341 to 1213.1362, provides for reimbursements to municipalities for operating and debt millages based on personal property taxable value declines and Eligible Manufacturing Personal Property (EMPP) acquisition costs. Funding for LCSA comes from the 6% use tax.

Recent payment history:

2020 \$56,762

2021 \$63,341

2022 \$57,290

2023 \$58,124

2024 \$72,920

2025 \$78,174

2026 \$69,551

Strategic Plan 2024-28 Progress in May 2026

1.1 Provide a welcoming place for all

- Staff continued to research ways to make our website more accessible to people with cognitive disabilities and vision impairment

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

- Virginia attended Engagement Beats Promotion webinar presented by Audrey Barbakoff, EdD, MLIS, hosted by Clarivate

3.1 Prepare a strategy for the 2029 millage

- Board retreat focused on millage strategies

3.2 Explore the viability of expanding library space

- Management team mini retreat focused on strategic plan initiatives including space planning

Out and About: Meetings/Activities Attended May 2026

- Rotary STRIVE Banquet - May 5
- Cuppa Conversation with Director – May 7
- Rotary meetings – May 12 & 19
- Chelsea Community Stakeholders meeting – May 14
- Friends board meeting – May 12
- Management retreat – May 16
- Walk to School Wednesday – May 6, 13 & 27
- Chelsea High School senior exit interviews – May 18
- Chamber pre-board meeting meeting – May 20
- Chamber board meeting
- Meeting with Suzanne Morrison, Hatch Stamping – May 22
- Meeting with Chelsea State Bank President & CEO Joanne Rau – May 27
- Lisa Allmendinger retirement party – May 29

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

Facility

Shelving update- the new tilted shelves are in place in the adult fiction area. Thanks to Amy, Shannon, and Kerry for helping accomplish this task. As is often the case, it was not as easy as I thought it would be due to Montel sending the wrong shelves. The shelves we received worked for our purposes, but a price adjustment is in the works.

HVAC- the replacement of the condenser fan motor did not get completed in May due to scheduling issues at Johnson Controls. It should be finished the first week of June.

Looking ahead to summer/fall work:

Sprinkler head addition- we discovered that we need one more head in the SE yard where the garage sits. You can easily see where the new grass didn't get enough water due to heads being moved/removed during the garage build, resulting in bald spots. We will reseed those spots once we get the new head installed.

Flood lights- several of our large flood lights need to be repainted. I hope to recruit a volunteer for this challenging task.

Power washing- the window well and gutters need to be cleaned. Not a particularly hard job but impossible to do without getting wet. Again, I hope to find a willing volunteer!

Roofing- the connector roof is still on schedule to be resurfaced late summer or early fall.

Volunteers

In May we had 298.75 book sale hours and 207.50 non-book sale hours, for a total of 506.25 hours! The Friends are prepping for their jewelry sale and racking up many more hours than usual. With set up, take down, and the sale itself not included in this month's tally, I expect June's hours to be amazing also.

Budget

The staff has completed their work to build the 2027 budget and now it is in the finance committee's capable hands. We will have met by the time you read this and hopefully have their approval to finalize it.

Respectfully submitted,
Linda Ballard
Assistant Director

May Highlights

- In May we prepared for the Summer Reading Program, including our kickoff event for early June. Registration for the reading challenges began May 15.
- Youth librarians began Teen Service Group orientation sessions. TSG is our teen volunteer program. Members assist with programs all summer long and help at the SRP prize table.
- Cody Lapeyre transitioned from a sub librarian to a part time Reference Librarian in late May. She's been an excellent librarian and we're thrilled to have her more permanently on the team.

Outreach and Meetings

- I met with Bill O'Reilly and Matt Jones from Eastern Michigan University. Matt runs The Aerie, a mobile audio recording station designed to capture local oral histories. We're planning to schedule the Aerie to come out to CDL this summer. We hope to capture stories from residents who were present at the Bicentennial celebrations 50 years ago to here their stories of Chelsea then and now.
- Marissa, Brandon, Virginia and I demoed multiple vendors to replace our existing storage and access system for the historic newspapers and other local history items.
- I met with the youth librarians and the adult librarians to prepare for Kickoff and to discuss Fall Programs.
- Lori and I met with Rob from the Purple Rose Theatre Company to discuss our partnership with on the Concert Readings and to brainstorm ideas for partnership programs to highlight the fall exhibition.
- May was the managers retreat and a valuable opportunity to collaborate with the management team. We reviewed staff feedback from the staff in-service day and discussed policies and practices.

Program Attendance

	# of Programs Offered (In-Person)	Attendees (In-Person)	# of Programs Offered (Live Virtual)	Attendees (Live Virtual)	# of Programs Offered (Recorded Virtual)	Attendees (Recorded Virtual)	# of Programs Offered (Passive)	Attendees (Passive)
Intended Ages								
Early Literacy	10	259						

(approx. 0-5)								
Youth (approx. 6-12)	11	176					1	Not tracked
Teen (approx. 12-18)	8	32						
Adult	6	75	1	176				
Outreach & Awareness (non-Mobee)	17	962						
Mobee Visits	16	302						
Ingenuity Engine (All Ages)	2	10						
Total Offerings	73	1816	1	176			1	

Ingenuity Engine One-One Appointment Stats

Number of Visits	31
Number of Unique Users	19

Reference, Collections, Deliveries, and Other

Services	May 26*
Reference Questions	1,132
CDL Delivers & Deposit Book Deliveries	19

**The Library was closed on Sunday, May 24th and Monday May 25th for Shared System Maintenance and the Memorial Day holiday.*

Collections

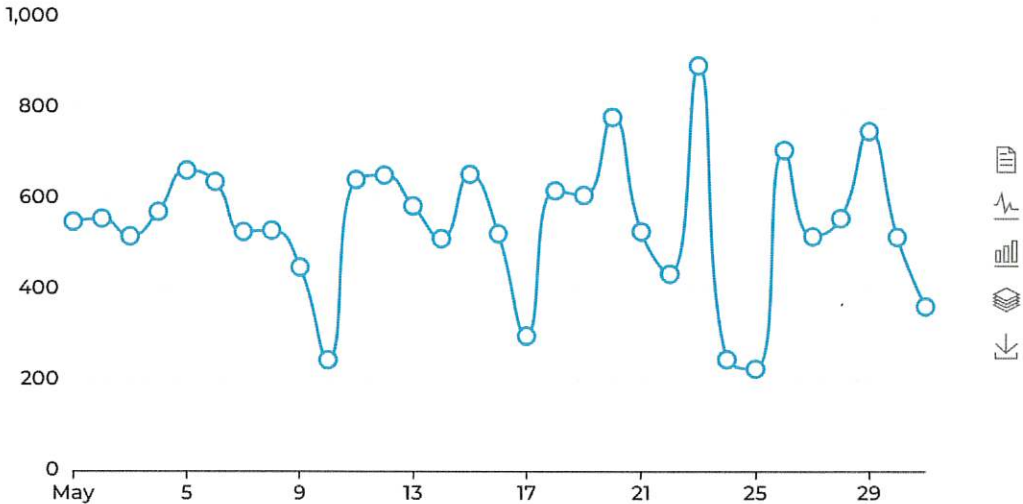
- May is a heavier month for ordering as we prepare for the summer reading challenges and the increased circulation we often see in June and July.

Library IQ will show us daily circ trends and patterns. As we can see, our highest days for circulation in May were the Friday and Saturday before Memorial Day. In general, Fridays and Saturdays were heavier

circulation days, while Sundays were consistently low days. You'll notice that we have "checkouts" even on days we were closed such as Memorial Day. This is because of our automatic renewal policy.

Daily Circ

05/01/2026 - 05/31/2026



Board Report May

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY
0	Website Sessions					
0	Website Users					
17962	AUDIO Downloads Total	3495	3188	3479	3584	4216
11351	-- Audio: Overdrive	2304	2040	2296	2229	2482
6611	-- Audio: Hoopla	1191	1148	1183	1355	1734
4486	VIDEO Downloads Total	1035	942	1015	1042	452
3816	-- Video: Kanopy	860	832	900	912	312
670	-- Video: Hoopla	175	110	115	130	140
10454	EBook Downloads Total	2345	1905	2092	1892	2220
8664	-- Ebook: Overdrive	1960	1608	1770	1595	1731
1790	-- Ebook: Hoopla	385	297	322	297	489
32902	TOTAL Downloads	6875	6035	6586	6518	6888

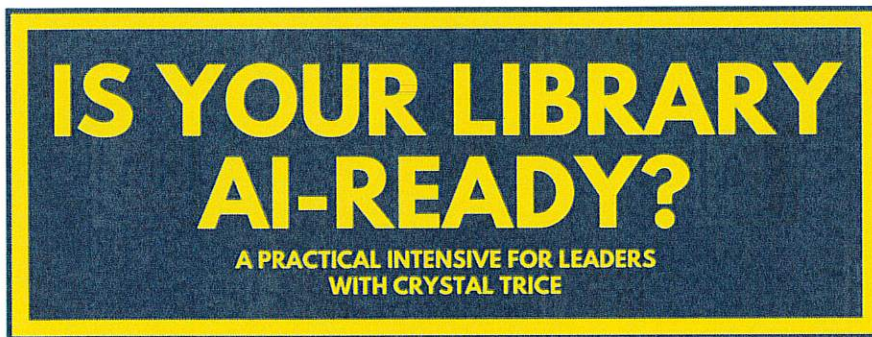
May Activities:

Took AI class through Library 2.0

Building new Proxy Server for Patron web filtering

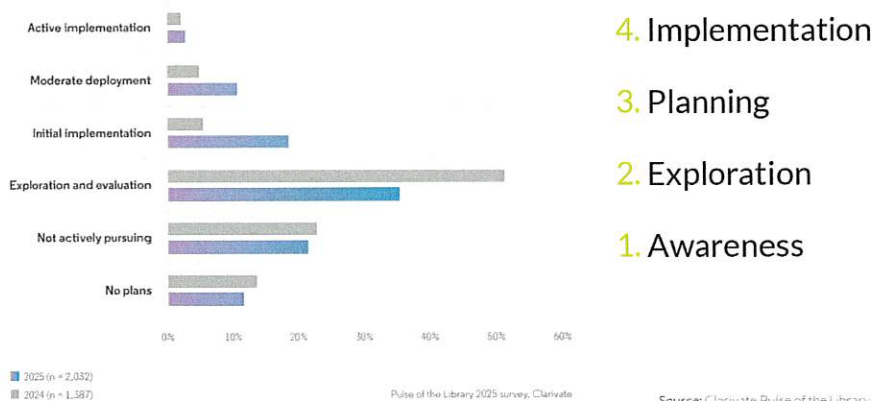
Reviewed & posted documentation for PC setup for Circ, Librarians, & Patron PC's

Working on training documentation.



IS YOUR LIBRARY AI-READY?
A Practical Intensive for Leaders with Crystal Trice

Figure 1: Where does your library currently stand in terms of implementing AI tools and technologies?



4. Implementation

3. Planning

2. Exploration

1. Awareness

Head of Marketing & Outreach Monthly Board Report

(May 1–31, 2026): Respectfully submitted by Virginia Krueger

Marketing & Outreach Overview:

I spent much of May reviewing regulations for accessibility of our websites and how compliance will impact the 2027 budget. We need to ensure we are fully compliant in the coming year in preparation for the April 2028 deadline for libraries of our size to comply with WCAG 2.1AA standards. For our main website, I reviewed a tool that will remediate pdfs loaded to our website. I also coordinated with Brandon, Shannon, and Marissa to search for solutions for our local history site, Stories of Chelsea.

Outreach Overview:



Work continued planning for the All American Picnic and Time Capsule Opening on June 26. I have spoken with eight of the fourteen original committee members (or their descendants), along with numerous longtime Chelsea residents to ensure those who buried the time capsule are represented and remembered at the event. They have helpfully shared memories and artifacts that I will use to create a display in the McKune Room for the event.

Using photos from the library's Vern Otto Historic Photo Collection, I created a series of social media posts commemorating the bicentennial events in Chelsea.

These posts have gotten very good engagement and started conversations about the planned festivities. This event is offering a nice opportunity to connect with people who are not regular library users and demonstrates the value of the library in preserving memories and local history.

In this effort of preserving history, Shannon, Lori, Bill O'Reilly from Chelsea Area Historical Society, and I met to discuss working with EMU's Oral History project to provide a recorded history of the families who were involved in the original bicentennial events and time capsule burial as well as to document its opening.

Technology Outreach:

Everett helped twenty patrons with technology needs in May. The range of issues include help accessing email, organizing apps, removing pop-ups, and helping with questions about potential phishing attempts.

Everett is developing an automated email system to help in his new role of activating and deactivating patron hotspots. This will provide more robust logging and easier use for staff. He also helped Brandon install a PowerShell module that is used for tracking reference questions

received at the circulation desks. He was also trained on where to locate Windows 11 in the event that a staff member needs it reinstalled and Brandon is unavailable.

eNews Metrics:

We sent five weekly e-newsletters in April and see consistently high 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
May	5	4,594	56.6%	20,798	11,171
Totals	22	4,594	Avg. 56.7%	90,364	49,011

Social Media Metrics:

Chelsea District Library
 Published by Katie Hepler · May 27 at 11:06 AM ·
 Watch your step on the way into the library! Everyone's favorite greeter is laying down on the job.



Gita, the neighbor cat, wins the month again with 11,605 views, 386 interactions, and 22 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
May	4,076	990	57,300	1,260	63	5,000

Google Advertising:

Google ads continue to contribute significantly to our website traffic and we are maximising 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
May	\$10,094.56	12,681	1,274	21.3%	Cross Network Ads, Kanopy, Digital Media, Catalog, Website Discovery

Marketing Channel Response:

In an effort to ensure that our time and budget are allocated appropriately, I track to see how our efforts in different marketing channels translate to program registrations. These numbers only reflect programs that require registrations, not our drop-in events.

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
May	64	74	46	17	20	75	161	457
2026 Totals								

Other miscellaneous duties:

- Watched an Engagement Beats Promotion webinar with tips for building strong community connections and the effectiveness of partnerships in marketing.
- Attended "From Vision to Victory" millage strategy seminar at the Kent District Library system.

- Attended the Board retreat with millage preparation training with Shirley Bruursema, the "Millage Queen"
- Met with 5HTF representative to discuss future of Walk to School Wednesday
- Staffed two Walk to School Wednesdays
- Helped troubleshoot room booking issue with Communico
- Coordinated with Brandon and Everett to clarify Everett's role with the CDL technology department.
- Attended the management team retreat to discuss strategic planning.
- Worked a Saturday Mobee soccer stop
- Coordinated with Dan Kaminsky of the Friends to gather books to give away at the Detroit Book Festival
- Drafted a new library card brochure for the Circulation team
- Worked the Library Connections Day at Chelsea Senior Center

Circulation Supervisor's Report May 2026

- Circulation 21232 in May
- Patron Count- 10892 for May
- Circulation by township- for May:
 - Dexter = 9% of total transactions
 - Lima = 11% of transactions
 - Lyndon = 11% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 37% of transactions
- May Circulation: 86% were items from Chelsea and 14% were inter-loaned items.

Libby = 5082 Hoopla = 1814 Kanopy = 312
- Registrations for May – 72 new cards; 7247 total card holders
 - *Dexter = 919 cards; Lima = 735 cards; Lyndon = 972 cards
 - *Sylvan = 1368 cards; Chelsea = 2654 cards; Nonresident = 599 cards
- Self-Check Machine for May - 1613 or 8% of total checkouts

May Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I did WTSW on 5/6 & 5/20.
- I attended the TLN All-Circ meeting.
- I attended the monthly SASUG meeting.
- I attended the monthly Board meeting.
- I read & participated in the request for reconsideration.
- We received 137 tubs from TLN in May, with 6.85 being the daily average.
- We processed 55 MeLCat items for other libraries, and received 64 items for our patrons.
- We had 1374 unique patrons use the library.

Respectfully submitted,

Amy Zoran
Head of Circulation

		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	2361	25090			
MAR	28001	23684	85%	4317	15%	26173	2489	30490			
APR	24581	20992	85%	3589	15%	23443	2451	27032			
MAY	24570	21232	86%	3338	14%	23777	2545	27115			
JUN	0	0	0%	0	0%	0	0	0			
JUL	0	0	0%	0	0%	0	0	0			
AUG	0	0	0%	0	0%	0	0	0			
SEP	0	0	0%	0	0%	0	0	0			
OCT	0	0	0%	0	0%	0	0	0			
NOV	0	0	0%	0	0%	0	0	0			
DEC	0	0	0%	0	0%	0	0	0			
Totals	124929	106065		18564		119738	13673	138602			
Month Avg	24986	21213	85%	3773	15%	23948	2735	27720			
Total Checkouts											
	Adult	Juvenile	Teen								
JAN	8771	8518	485								
FEB	7974	7929	427								
MAR	9542	10435	547								
APR	8362	8824	508								
MAY	7986	8830	501								
JUN	0	0	0								
JUL	0	0	0								
AUG	0	0	0								
SEP	0	0	0								
OCT	0	0	0								
NOV	0	0	0								
DEC	0	0	0								
Totals	42635	44536	2468								
Month Avg	8527	8907	494								

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

June 16, 2026, Board Packet

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

Accept May donations and changes to the 2026 FY Budget.

	<u>Income Line</u>	-	<u>Expense Line</u>
Poynter AI Grant	588.000		969.620
Donald Christopherson	674.120		884.412
Anonymous	674.103		982.940

Sub Total: \$1,335.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	674.110	Purple Rose Readings	884.916
Friends of CDL	674.150	Staff Appreciation	969.940
Friends of CDL	674.113	Exhibits	884.980
Friends of CDL	674.111	Authors in Chelsea	884.921
Kiwanis Club of Chelsea	674.111	Summer Reading Program	884.926

Sub Total: \$6,750.00

Total General Donations: \$8,085.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2026 Board Meeting

Policy 566: Electronic Transaction of Public Funds Policy

Background:

The board reviewed revisions to Policy 566: Electronic Transaction of Public Funds Policy in May.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Policy 566: Electronic Transaction of Public Funds Policy.

Janice L. Carr, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 5. Budget & Finance

Board Approval Date: December 13, 2022

Revised: 6/16/2026

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 trustees' 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.

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.

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.

Janice L. Carr, Secretary

6/12/2026

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2026 Board Meeting

Budget Adjustment

Background:

The library seeks Board approval to move \$500 from 967.170 Equipment/Mobee Devices to 884.700 Mobee Programs. This was discussed in May.

Action:

The Chelsea District Library Board of Trustees approves the budget adjustment.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2026 Board Meeting

2027 Budget Hearing Notice

Background:

Every August the library must present a balanced budget for the next fiscal year to the board and have an open hearing for the public. This is the resolution that the board will approve in July for the publication of the Hearing Notice in the Sun Times and Chelsea Post prior to the August 18, 2026 hearing.

NOTICE OF PUBLIC HEARING
 Chelsea District Library
 2027 PROPOSED BUDGET

A PUBLIC HEARING WILL BE HELD ON August 18, 2026 at approximately 6:45 p.m. at the Chelsea District Library, 221 S. Main Street, Chelsea, Michigan on the following proposed 2027 budget:

Expense	Fiscal Year 2027 Budget
Personnel Expenses	1,643,114
Supplies	20,850
Professional Services	80,040
Maintenance Services Contracts	196,551
Telecommunications	31,600
Promotional Materials	92,750
Programming Expenses	161,400
Volunteer Services	3,000
Utilities	85,750
Board Expenses	3,900
Automation Services	58,800
Insurance	27,672
Equipment	34,550
Staff Development & Travel	20,662
Capital Expenses	61,000
Collection Expenses	279,200
Debt Principal GASB87	7,636
Debt Interest GASB87	664
Capital Reserve	45,000
TOTAL	2,854,139

The property tax millage rate proposed to be levied to support the proposed budget is the subject of this hearing.

<u>Operating</u>	Rate
Operating Total	1.8750
	1.8750

The proposed 2027 budget documents are available at the Chelsea District Library for public examination.

Lori Kunkel-Coryell, Library Director
 Chelsea District Library

Individuals with disabilities requiring auxiliary aids or services should contact Lori Kunkel-Coryell Director, Chelsea District Library, 221 S. Main Street, Chelsea, MI 48118, (734) 475-8732 x 206

Discussion Item # 2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2026 Meeting

Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records

Background:

The Policy Committee has reviewed and revised policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records, which are now ready for full Board review.

**Chelsea District Library
Policy & Procedure**

Policy Section 2. Circulation

Board Approval Date: September 18, 2012

~~Committee Reviewed: June 2012~~

Revised: ~~February 19, 2019~~ 2/19/2019, xx/xx/2026

Subject: 210 Refund Policy

Background:

A replacement fee is assessed for all **material reported lost by patrons**. **The fee may not match the original cost of the material. For example, older material may cost more to replace than the original purchase price.** Fees will **also** include processing costs.

Policy:

A refund will be issued to the patron if material that has been **reported** lost and paid for is returned within 30 days of being marked lost, and before the item has been ordered for replacement.

The **returned item** must be in usable condition. Refunds will not be issued for items **stamped withdrawn..**

Procedure:

The refund will be issued by the head of circulation **with a \$5.00 processing fee deducted.** .

Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 2. Circulation

~~Committee Review: June 2012~~

Board Approval Date: September 18, 2012

Revised: 6/18/2019, 2/16/2021, xx/xx/2026

Subject: 230 Confidentiality Policy: Disclosure of Library Records

Background:

Chelsea District Library is subject to the Michigan Library Privacy Act (1982 PA 455). Any violations of this act are subject to the consequences defined therein.

Library records containing personally identifiable information **must** be protected to preserve each individual's right to privacy and intellectual freedom. Confidentiality of library records helps ensure that people can seek information, explore ideas, and use library resources without fear of scrutiny, disclosure, or censorship.

Policy:

It is the policy of the Chelsea District Library (CDL) to preserve the confidentiality and privacy of library records to the fullest extent permitted by law.

Definitions:

A. *Agent or Employee.* An agent or employee includes an employee of **CDL**, a member of the governing body of **CDL**, an individual who is specifically designated as a volunteer and who is acting solely on behalf of **CDL**, and any other person who is lawfully performing services on behalf of **CDL** under a written contract, including a collection agency.

B. *Crime.* A crime means **that which is** defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on **Law Enforcement Standards Act**, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.* As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, telephone number, **(or email)** that identifies a person as having requested or obtained specific materials from a library.”

For example, a library record would include, but not be limited to, patron circulation records, internet browsing history, and program attendance records.

1. Excluded from Definition: The following are specifically excluded from the definition of library record.
 - a. *Non-Identifying Material.* **Information** that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
 - b. *Certain Video Surveillance.* **Images** made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from **CDL**.
2. Library Director Determination of library record: The library director, or **their** designee, **is** responsible for determining whether a particular document meets the definition of library record, or whether the video surveillance footage contains any images that would require it to be considered a **library record**.

Procedure:

CDL takes seriously its obligation to protect the privacy of every patron, as required by law. To that end, **library records** or other confidential information shall be released or disclosed only as provided herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders, or other legal **processes** must be **handled** according to the Michigan Freedom of Information Act (“FOIA”) and the library’s FOIA Procedures and Guidelines. See **Library Policy #140: FOIA**. Library records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Processes.* Any employee of **CDL** who is served with a subpoena, court order, or other legal process to release or disclose any **library record** or other library document from **either** a state or local law enforcement agency or a federal law enforcement agency shall promptly notify the library director, or **their** designee. If neither is available, the library board president shall be contacted.

1. Consultation with Attorney. The library director, **their** designee, or the board president has the authority to consult with the library attorney regarding the sufficiency, scope, or any other matter related to the subpoena, court order, or other legal process.
2. Action by Library Director. After review of the subpoena, court order, or other legal process, the library director, **their** designee, or the board president shall take appropriate action to respond.
3. Opportunity to Be Heard. Depending upon the type of subpoena, court order, or other legal process, **a representative of CDL** may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order, or other legal process is submitted, CDL shall keep the subpoena, court order, or other legal process confidential if required by court order, Michigan law or federal law. To that end, CDL may not be able to inform the patron that their records were sought. The library board acknowledges that the library director, if required by a non-disclosure order or law, may not be permitted to inform the board or its individual members that a local, state, or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a library record, or portion of a library record, may voluntarily provide written consent for the release of that library record. Further, a parent or legal guardian who signs to accept legal responsibility for return of their child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the voluntary disclosure of the minor's library records by signing the disclosure and release statement, which is part of the borrower registration form (See Policy #211), granting consent on behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* CDL or an employee or agent of CDL may disclose library records without a court order or written consent under either of the following circumstances:

1. Collection Agency. CDL or an employee or agent of CDL may report information about the delinquent account of a patron who retains library materials to a collection agency under contract with CDL. CDL or an employee or agent of CDL shall provide the collection agency with only that information necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan. CDL or an employee or agent of CDL may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The information provided must be limited to only that which is necessary to provide interlibrary loans.

E. *Disclosures Regarding Alleged Crimes in This Library.* The Library Privacy Act does not prohibit an employee or agent of CDL from providing a sworn statement or testimony to a law enforcement officer, based solely on the personal knowledge of the employee or agent of CDL, regarding a crime alleged to have occurred at the Library.

Janice L. Carr, Board Secretary

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet June 16, 2026 Board Meeting

Retiring Policy 560 Construction Management

Discussion:

It is the Policy Committee's recommendation to retire Policy 560 Construction Management, as opposed to revising, since the policy is not currently applicable.

**Chelsea District Library
Chelsea, Michigan
POLICY**

Section 6: Finance and Construction
Approval: June 15, 2004 - Board

Subject: 560 – Construction Management

Background

In order to establish an operating and management procedure that is acceptable and supported by the Chelsea District Library Board of Trustees, this policy establishes a protocol for managing the library building project for the years 2004 through 2006.

Building Committee

Chelsea District Library Board of Trustees hereby establishes as an informed decision making body the Chelsea District Library Building Committee. This committee is charged and accountable to the Chelsea District Library Board of Trustees, to make design and construction recommendations to the Board of Trustees within the budget, using the timetable and general guidelines set by the Board of Trustees.

Timetable

The procedures and accountabilities established here are for the duration of the library building project, which is established as the years 2004 through 2006.

For the duration of the Building Project (2004-2006), the Board of Trustees should be prepared to take action, based on printed information provided in advance in the board packet, on the night it is presented.

Library Director as "Owner's Representative"

The Library Director serves as "Owner's Representative". In this capacity the Director is in day-to-day, immediate communication with the Construction Manager (CM) and his representatives, the Architect and other consultants working on the library building project.

Routine Reporting

The Library Director, with the CM and the Architect, reports to the Building Committee, monthly or bi-monthly or as needed.

The Library Director, with the CM and the Architect, reports at the regular Board meeting, monthly or bi-monthly or as needed.

Project Budget

The budget for the Library Construction Project is to be set by the library board before construction begins and at the time the Guaranteed Maximum Price is established for the Construction Manager. This will be after the subcontractor bids are received and evaluated.

This project budget is the budget established for the entire project, including unforeseen or planned changes to the project. This is required to be equal to or

less than the amount approved by the bond vote, with supplemental funds from private contributions and other sources as designated by the board.

The Contingency Fund will be tracked by the Library Director and the Construction Manager, throughout the project.

Project Approvals and Timetable

Pre-Construction

The Board of Trustees will take action, on the recommendation of the Building Committee, to approve progress at four key points in the project:

July	Schematic Design and cost estimate to date
September	Design Development and cost estimate to date
November	50% Construction Documents / cost estimate to date
Feb. 2005	Approval Guaranteed Maximum Price / Overall Project Budget

Post Construction

Once the Project Budget and Guaranteed Maximum Price are established the Library Director, Architect, and Construction Manager will report monthly to the Board on design activities, construction activities, project schedule, and the project budget.

After the project Guaranteed Maximum Price and Overall Project Budget are approved, individual design and construction change orders due to coordination issues and unforeseen circumstances occurring during construction may be approved by the Library Director as needed, as long as with it is within the overall budget and do not exceed \$25,000. Changes in excess of \$25,000 will require Board approval.

Pay applications will be prepared and submitted by the Project Manager, reviewed and approved by the Architect prior to the monthly submittal to the Library Director and the Treasurer for approval and payment.

I affirm that this policy was approved by Board action on this date:

_____ Date: _____
Gregory P. DeGraff
Secretary, Chelsea District Library Board of Trustees

COMMITTEE

INFO &

MINUTES

Chelsea District Library

Finance Committee Minutes

Present Aditi Fox and Robert Swistock

May 12, 2026

At the request of Jan Carr, the finance committee was asked to review Policies 555 and 560.

Policy 555 Credit Card Policy was reviewed by the finance committee and proposed no changes to the policy revised as of September 20, 2022.

Policy 560 Construction Management was created for the building of the current library facility which was completed many years ago. This policy should have been eliminated from Policy Section 6. The committee agreed that the format of the policy was valuable, and the outline should be preserved for future use. One addition should be the addition of a sunset clause after the construction is completed.

June 2, 2026

June 2, 2026

Chelsea District Library

Finance Committee Minutes

Review of CDL Proposed Budget 2027

Present Wendy Reinhardt, Aditi Fox and Robert Swistock

Lori Coryell, Director CDL and Linda Ballard, Assistant Director CDL

At the request of Lori Coryell, Director of Chelsea District Library, the Finance Committee reviewed the proposed 2027 budget. Lori and Linda reviewed with the finance committee a detailed line by line review of all the critical components of the budget prepared by the various departments within the library. Discussions followed by the committee. The committee agreed with the draft 2027 budget to be presented to the Board of Trustees.

Two items of note:

In anticipation of the Millage renewal in 2029, the marketing effort is being increased to promote the various community efforts and benefits received from the library. This effort is to continue up to the proposed millage renewal.

In anticipation of Lori Coryell's retirement in a few years, Lori has suggested a possible successor for her directorship, Shannon Powers, Head of Information Services. In preparation for the possible directorship, additional duties and responsibilities were added to her employment. Accordingly, her compensation was increased for the additional duties and responsibilities. The committee agreed with this move, and it will provide savings to the library instead of a formal external candidate's search if Shannon is eventually approved.

CDL POLICY COMMITTEE MEETING JUNE 2, 2026

MINUTES

Present: Aditi Fox, Claire Sandler, Jan Carr

The following policies were reviewed and/or revised. They are ready for Discussion at the June board meeting:

#210 REFUND POLICY

#230 CONFIDENTIALITY POLICY

#560 CONSTRUCTION MANAGEMENT

#566 ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS POLICY was blessed and will move to ACION at the June board meeting.

#555 CREDIT CARD POLICY has been reviewed by Finance and edits suggested. Will go to management for review. Policy will review at July 7 meeting.

Other policies for review?

#440 EMERGENCY PROCEDURES

#140 FOIA?

Next meeting scheduled for July 7, 9am

Submitted: Janice Carr, Chair

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

Governance
Appendix #3

Approved: January 15, 2026

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

Janice L. Carr

1-15-26

Janice L. Carr, Board Secretary

Date

