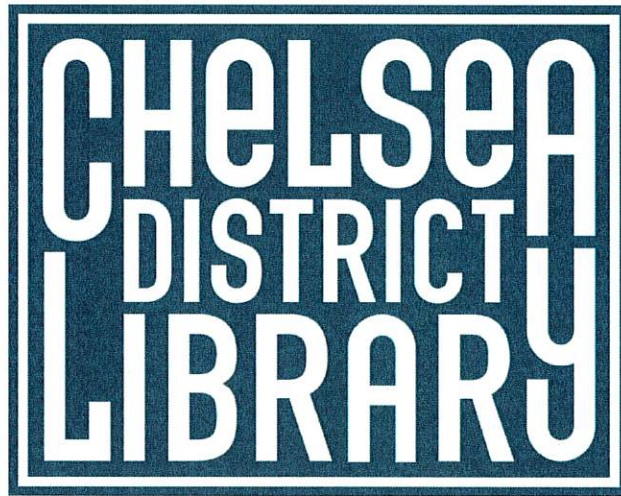


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**July 21, 2026
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, July 21, 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. Budget Hearing Notice
3. Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records
4. Retiring Policy 560 Construction Management
5. Succession Plan

7:20 Discussion Items

1. Policy 555
2. Public Participation

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

Trustees in Attendance: W. Reinhardt, A. Fox, B. Swistock, J. Carr, & C. Sandler.

Trustees Absent: TJ Helfferich & P. Garcia.

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:46 p.m.

Consent Agenda

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

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by C. Sandler to approve the agenda, as amended. Discussion: TJ requested, via email, that the Library Director Succession Plan, which the Director Oversight Committee assembled as a future framework, be added as Discussion Item #4.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Mobee will be attending the fireworks on June 27th.
- The Summer Reading Program kickoff went fantastically well.
- Cody Lapeyre, our new part-time librarian, is off to a great start at CDL.
- The time capsule will be opened on June 26th and is currently in our lobby.

- The library will be attending the Detroit Book Festival once again with Mobee on July 19.
- There were 72 new library card sign ups last month.

Friends Report Update:

- The Friends Jewelry & Purse Sale netted over \$8K.
- Book Sale also brought in \$1,100.
- Took a much-needed break from meeting this month.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Sandler, SECONDED by B. Swistock to approve the May donations. Discussion: None

All Ayes 5-0

Action Item #2: Policy 566: Electronic Transactions of Public Funds

MOTION made by J. Carr, SECONDED by A. Fox to approve the revisions to the 566 Electronic Transactions of Public Funds policy that were discussed in May. Discussion: None

All Ayes 5-0

Action Item #3: Budget Adjustment

MOTION made by B. Swistock, SECONDED by J. Carr to approve the adjustment to the 2026 Budget that was discussed in May. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Hearing Notice

Went over the process for the hearing notice, which will be an Action Item in July and published a week later, announcing the Budget Hearing in August.

Discussion Item #2: Policies 210 Refunds & 230 Confidentiality: Disclosure of Library Records

J. Carr went over the proposed revisions, as recommended by the Policy Committee. How to add "email" to the Michigan Library Privacy Act quote was discussed.

Discussion Item #3: Retiring Policy 560 Construction Management

The policy is dated, but could still serve as a template for a future construction policy. Needs to be flagged in some way, noting that it is not an active policy, both on the document and in the Policy Table of Contents.

Discussion Item #4: Library Director Succession Plan

A. Fox went over the steps of the plan that the Director Oversight Committee came up with for director succession at CDL, explaining the logic behind the framework. There was a question about whether this is an internal Board practice statement or whether it needs to advance to Action.

Committee Reports:

Policy Committee – J. Carr announced that the Policy Committee will look at policies 140 FOIA, 440 Emergency Procedures, and 555 Credit Card Policy in July.

Finance Committee – B. Swistock pointed out that the Finance Committee looked at policy 555, but didn't have any recommendations to revise it.

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: L. Coryell shared that the attorney suggested we bring the rules for public participation, which appear on the back of the agenda each month, back for Discussion and possible revision.

Adjournment:

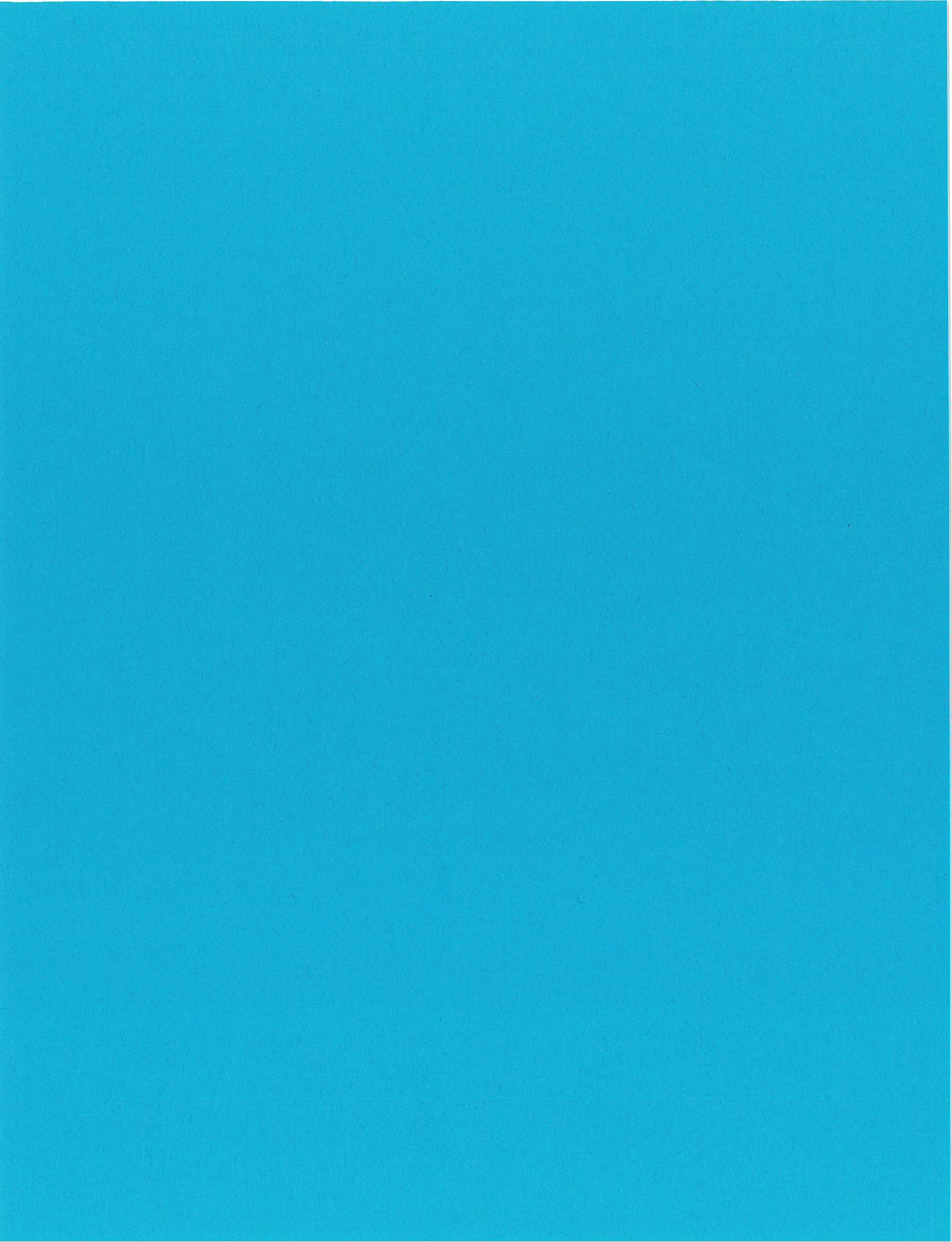
MOTION made by J. Carr, SECONDED by B. Swistock to adjourn the meeting at 7:45 p.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS



3:28 PM
07/15/26

Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Ch...		06/30/2026		Service Charge	001.001 · CSB/Operations Chec...		-5.00
				Service Charge	802.100 · Admin-Fees Bank	-5.00	5.00
TOTAL						-5.00	5.00
Bill...	30430	06/04/2026	ROBIN HILLS FARM	INV 610, DEPOSIT FOR VENUE - EVENT DAT...	001.001 · CSB/Operations Chec...		-1,500.00
Bill	0610	06/04/2026		SONGFEST FACILITY FEE, DEPOSIT, EVENT ...	884.411 · Songfest	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill...	30431	06/10/2026	A Production Cleaning...	16934 - CLEANING 05/24/26 - 06/06/26	001.001 · CSB/Operations Chec...		-1,750.00
Bill	16934	06/08/2026		CLEANING 05/24/26 - 06/06/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30432	06/10/2026	ABSOPURE		001.001 · CSB/Operations Chec...		-77.38
Bill	31965102	06/09/2026		05/27/26 - 06/23/2026 COOLER RENTAL	727.100 · Supplies - General Op	-6.49	6.49
Bill	85137402	06/06/2026		06/01/26 - WATER DELIVERY FOR JUNE	727.100 · Supplies - General Op	-70.89	70.89
TOTAL						-77.38	77.38
Bill...	30433	06/10/2026	ACADEMIC ENRICHME...	06/15/2026 - MAD SCIENCE - YOUTH WILD W...	001.001 · CSB/Operations Chec...		-627.00
Bill	6266	06/09/2026		06/15/2026 - MAD SCIENCE - YOUTH WILD W...	884.926 · Youth Prog Rest Gifts S...	-627.00	627.00
TOTAL						-627.00	627.00
Bill...	30434	06/10/2026	Amazon Capital Servic...		001.001 · CSB/Operations Chec...		-305.48
Bill	1NJ0-YBQ8-ROTN	06/09/2026		MISC MARKETING SUPPLIES	880.320 · Misc Marketing Supplies	-32.66	32.66
Bill	1HY4-NYYX-4CRM	06/08/2026		3D DINO PUZZLE, CRITTERS OF MICHIGAN	960.200 · Director Expense	-61.48	61.48
Bill	16DF-3DHD-JX4J	06/09/2026		SEED ENVELOPES	884.126 · General Adult Programs	-5.99	5.99
Bill	116R-7GFH-JRMF	06/09/2026		WALKIE TALKIES, LANYARDS	884.222 · General Youth Programs	-40.48	40.48
Bill	1CJV-YTCR-FMLN	06/09/2026		FREEZER BINS FOR HISTORICAL PRESERVA...	982.510 · Local History Preservati...	-49.98	49.98
Bill	1MVF-XQNW-DQ...	06/09/2026		SRP SUPPLIES	884.226 · Summer Reading	-114.89	114.89
TOTAL						-305.48	305.48
Bill...	30435	06/10/2026	Association Maintenanc...	15626	001.001 · CSB/Operations Chec...		-1,310.60
Bill	15626	06/11/2026		APRIL AND MAY AND SPRING CLEANUP (\$455)	803.611 · Lawn Service	-1,310.60	1,310.60
TOTAL						-1,310.60	1,310.60
Bill...	30436	06/10/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 06/12/26	001.001 · CSB/Operations Chec...		-961.54
Bill	260612	06/09/2026		2026 - BOOKKEEPING TO 06/12/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30437	06/10/2026	BOOK FARM LLC	ERG15746	001.001 · CSB/Operations Chec...		-1,841.19
Bill	ERG15746	06/08/2026		Youth Print General	982.760 · Youth Print General	-1,841.19	1,841.19
TOTAL						-1,841.19	1,841.19
Bill...	30438	06/10/2026	Clintas Fire Protection	INV 0D26103013 - ACCT 13211	001.001 · CSB/Operations Chec...		-634.94
Bill	0D26103013	06/08/2026		FIRE ALARM INSPECTION	803.760 · Fire Ext/Emerg Lights	-634.94	634.94
TOTAL						-634.94	634.94
Bill...	30439	06/10/2026	City of Chelsea	MAY TRASH	001.001 · CSB/Operations Chec...		-40.00
Bill	22577	06/11/2026		MAY TRASH	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill...	30440	06/10/2026	City of Chelsea-Elect ...	2026 - MAY - 05/31/2026 - UTILITIES: ELECTR...	001.001 · CSB/Operations Chec...		-5,411.90
Bill	06/05/26	06/08/2026		2026 - WATER - MAY - 04/30/26 - 05-29-2026	920.110 · City of Chelsea Water	-72.55	72.55
				2026 - SEWER - MAY - 04/30/26 - 05-29-2026	920.120 · City of Chelsea Sewer	-162.56	162.56
				2026 - ELECTRICITY - MAY - 04/30/26 - 05-29-2...	920.130 · City of Chelsea Electric	-5,108.16	5,108.16
				2026 - SPRINKLER - MAY - 04/30/26 - 05-29-2...	920.150 · City of Chelsea Sprinkler	-27.47	27.47
				2026 - MoBee/GARAGE - MAY - 04/30/26 - 05-...	920.131 · MoBee - Garage electri...	-51.16	51.16
TOTAL						-5,411.90	5,411.90

3:28 PM
07/15/26

Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30441	06/10/2026	COMFORT, MARK	DUNGEON MASTER - FAMILY D&D 04/14, 04/...	001.001 - CSB/Operations Chec...		-350.00
Bill	26-0336-SO	06/09/2026		TEEN D&D 06/23, 06/30, 07/07, 07/14, 07/21/26	884.264 - Teen General Programs	-350.00	350.00
TOTAL						-350.00	350.00
Bill...	30442	06/10/2026	Dollar Bill Printing	DB-111541-INV	001.001 - CSB/Operations Chec...		-88.00
Bill	DB-11541-INV	06/08/2026		SRP SPONSOR THANKS	880.130 - Signs/Banners/Posters	-88.00	88.00
TOTAL						-88.00	88.00
Bill...	30443	06/10/2026	FUN EXPRESS	INV 74228056501 ACCT 783724	001.001 - CSB/Operations Chec...		-196.75
Bill	74228056501	06/08/2026		CRAYONS	884.222 - General Youth Programs	-65.19	65.19
				DINO TATTOOS AND MINI DINOS	884.226 - Summer Reading	-41.70	41.70
				SCRATCH ART DINOS, BUBBLE SETS, DOG C...	884.227 - Outreach	-89.86	89.86
TOTAL						-196.75	196.75
Bill...	30444	06/10/2026	Ingram Library Services	VOID:	001.001 - CSB/Operations Chec...		0.00
TOTAL						0.00	0.00
Bill...	30445	06/10/2026	KANOPY INC	KANOPY BORROWS - MAY 2026	001.001 - CSB/Operations Chec...		-252.45
Bill	506058-PPU	06/09/2026		2026 - KANOPY VIDEO PLAYS - MAY	982.410 - Electronic Products/Subs	-252.45	252.45
TOTAL						-252.45	252.45
Bill...	30446	06/10/2026	KCHODL, JOSEPH	VOID: PRESENTER 06/16/26 - UNEARTH A ST...	001.001 - CSB/Operations Chec...		0.00
TOTAL						0.00	0.00
Bill...	30447	06/10/2026	KNIGHT TECHNOLOG...	2026 - JUN - DATTO CLOUD BACKUP - DISA...	001.001 - CSB/Operations Chec...		-1,100.00
Bill	28958	06/09/2026		2026 JUN - DATTO CLOUD BACKUP - DISAST...	803.390 - Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill...	30448	06/10/2026	KOIOS LLC	GOOGLE AD GRANT MANAGEMENT 06/01/26...	001.001 - CSB/Operations Chec...		-2,800.00
Bill	1386	06/08/2026		GOOGLE AD MANAGEMENT SUBSCRIPTION (...)	880.120 - Misc Advertising	-2,800.00	2,800.00
TOTAL						-2,800.00	2,800.00
Bill...	30449	06/10/2026	LESLIE SCIENCE CEN...	06/10/2026 CUSTOM WILDLIFE PROGRAM - ...	001.001 - CSB/Operations Chec...		-473.52
Bill	1286043	06/09/2026		06/10/26 - WILD WEDNESDAY	884.926 - Youth Prog Rest Gifts S...	-473.52	473.52
TOTAL						-473.52	473.52
Bill...	30450	06/10/2026	LITTLE LICKS TASTY ...	SRP FINALE TREATS	001.001 - CSB/Operations Chec...		-400.00
Bill	26-0332-SP	06/09/2026		SRP FINALE TREATS	884.226 - Summer Reading	-400.00	400.00
TOTAL						-400.00	400.00
Bill...	30451	06/10/2026	Midwest Tape		001.001 - CSB/Operations Chec...		-249.17
Bill	508888163	06/09/2026		APR/MAY BOC	982.120 - Adult Books on Disc	-87.98	87.98
Bill	508923087	06/09/2026		SUMMER DVDs	982.480 - Youth Video DVD	-161.19	161.19
TOTAL						-249.17	249.17
Bill...	30452	06/10/2026	Midwest Tape - Hoopla	MAY HOOPLA BORROWS	001.001 - CSB/Operations Chec...		-4,169.09
Bill	508944073	06/09/2026		MAY HOOPLA BORROWS	982.410 - Electronic Products/Subs	-4,169.09	4,169.09
TOTAL						-4,169.09	4,169.09
Bill...	30453	06/10/2026	PLAYAWAY PRODUCTS	535000 - CIRC CASE REPLACEMENTS	001.001 - CSB/Operations Chec...		-81.90
Bill	535000	06/09/2026		CIRC CASE REPLACEMENTS x 5	982.485 - Playaway Views	-81.90	81.90
TOTAL						-81.90	81.90
Bill...	30454	06/10/2026	Powers, Shannon H	REIMBURSEMENT - STORAGE BOXES FOR S...	001.001 - CSB/Operations Chec...		-89.76

3:28 PM
07/15/26

Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0333-SP	06/09/2026		REIMBURSEMENT FOR STORAGE BOXES	884.222 · General Youth Programs	-89.76	89.76
TOTAL						-89.76	89.76
Bill	30455	06/10/2026	RADEMACHER, RONA...	06/09 - ODDITIES AND RARITIES PROGRAM	001.001 · CSB/Operations Chec...		-275.00
Bill	26-1404-CS	06/09/2026		ODDITIES AND RARITIES PROGRAM	884.119 · General Adult Events	-275.00	275.00
TOTAL						-275.00	275.00
Bill	30456	06/10/2026	RAMM, MEGGIE	PRESENTER - 07/07/26 - 07/08/26 - 3 ONE-HO...	001.001 · CSB/Operations Chec...		-825.00
Bill	26-1205-AH	06/09/2026		COMICS - 3 ONE-HOUR CLASSES	884.926 · Youth Prog Rest Gifts S...	-825.00	825.00
TOTAL						-825.00	825.00
Bill	30457	06/10/2026	TALEWISE LLC dba S...	SCIENCE HEROES - DIGGING IT - 07/01/26	001.001 · CSB/Operations Chec...		-425.00
Bill	22762	06/09/2026		SCIENCE HEROES - DIGGING IT - 07/01/26	884.926 · Youth Prog Rest Gifts S...	-425.00	425.00
TOTAL						-425.00	425.00
Bill	30458	06/10/2026	THE LAKEHOUSE BA...	5369 - 250TH COOKIES	001.001 · CSB/Operations Chec...		-125.00
Bill	5369	06/09/2026		COOKIES FOR 250TH - "ALL AMERICAN PICNI...	884.121 · Adult Event Supplies	-125.00	125.00
TOTAL						-125.00	125.00
Bill	30459	06/10/2026	The Sun Times		001.001 · CSB/Operations Chec...		-668.75
Bill	29960-R	06/09/2026		05/27/26 - STUDENT SHOWCASE	880.110 · Media Buy	-250.00	250.00
Bill	29939-R	06/09/2026		05/03/26 - GRADUATION 2026	880.110 · Media Buy	-100.00	100.00
Bill	29960-R	06/09/2026		06/10/26 - 250TH/TIME CAPSULE	880.110 · Media Buy	-318.75	318.75
TOTAL						-668.75	668.75
Bill	30460	06/10/2026	Verizon Wireless	INV 6144740111 - ACCT 442098695-00001 - 0...	001.001 · CSB/Operations Chec...		-725.60
Bill	6144740111	06/09/2026		HOT SPOTS - 04/29 - 05/29/26 PG 3 (05/29 - 0...	850.311 · WiFi Hotspots	-605.59	605.59
				MOBEE INTERNET - 04/29 - 05/29/26 PG 3 (05...	850.310 · Internet	-80.00	80.00
				IT CELL PHONE - 04/29 - 05/28/26 PG 3 (05/29...	850.121 · IT Cell Phone	-40.01	40.01
TOTAL						-725.60	725.60
Bill	30461	06/10/2026	Kchodl, Joseph J	VOID: 06/16/2026 - PALEO JOE PROGRAM	001.001 · CSB/Operations Chec...		0.00
TOTAL						0.00	0.00
Bill	30462	06/10/2026	Ingram Library Services		001.001 · CSB/Operations Chec...		-6,894.01
Bill	95993345	06/11/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	95993344	06/11/2026		· Youth Print General	982.760 · Youth Print General	-10.79	10.79
Bill	95993333	06/11/2026		· Youth Print General	982.760 · Youth Print General	-57.03	57.03
Bill	95993334	06/11/2026		· Youth Print General	982.760 · Youth Print General	-24.28	24.28
Bill	95993329	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	96121040	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96121038	06/11/2026		· Youth Print General	982.760 · Youth Print General	-24.59	24.59
Bill	96121047	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96121043	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96121044	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	96121051	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96121065	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	96121063	06/11/2026		· Youth Print General	982.760 · Youth Print General	-12.90	12.90
Bill	96121060	06/11/2026		· Youth Print General	982.760 · Youth Print General	-24.22	24.22
Bill	96121054	06/11/2026		· Youth Print General	982.760 · Youth Print General	-17.94	17.94
Bill	96121086	06/11/2026		· Youth Print General	982.760 · Youth Print General	-24.28	24.28
Bill	96121044	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	96121084	06/11/2026		· Youth Print General	982.760 · Youth Print General	-10.51	10.51
Bill	96121083	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96121081	06/11/2026		· Youth Print General	982.760 · Youth Print General	-13.46	13.46
Bill	96121070	06/11/2026		· Youth Print General	982.760 · Youth Print General	-12.42	12.42
Bill	96121087	06/11/2026		· Youth Print General	982.760 · Youth Print General	-9.25	9.25
Bill	96121096	06/11/2026		· Youth Print General	982.760 · Youth Print General	-37.14	37.14
Bill	96121097	06/11/2026		· Youth Print General	982.760 · Youth Print General	-10.77	10.77
Bill	96121095	06/11/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-12.93	12.93
Bill	96121103	06/11/2026		· Youth Print General	982.760 · Youth Print General	-10.22	10.22
Bill	96121104	06/11/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-10.79	10.79
Bill	96149800	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	96149802	06/11/2026		· Youth Print General	982.760 · Youth Print General	-21.52	21.52
Bill	96149793	06/11/2026		· Youth Print General	982.760 · Youth Print General	-23.68	23.68
Bill	96149801	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	96149788	06/11/2026		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	96149806	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	96222926	06/11/2026		· Youth Print General	982.760 · Youth Print General	-28.70	28.70
Bill	96222935	06/11/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30

Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	96222931	06/11/2026		Mobile CDL - Youth	982.761 Mobile CDL - Youth	-13.25	13.25
BIII	96222941	06/11/2026		Youth Print General	982.760 Youth Print General	-10.22	10.22
BIII	96222939	06/11/2026		Youth Print General	982.760 Youth Print General	-11.30	11.30
BIII	96222940	06/11/2026		Youth Print General	982.760 Youth Print General	-15.34	15.34
BIII	96222949	06/11/2026		Youth Print General	982.760 Youth Print General	-10.79	10.79
BIII	96253469	06/11/2026		Youth Print General	982.760 Youth Print General	-11.30	11.30
BIII	96253473	06/11/2026		Youth Print General	982.760 Youth Print General	-43.89	43.89
BIII	96253472	06/11/2026		Youth Print General	982.760 Youth Print General	-14.45	14.45
BIII	96253478	06/11/2026		Youth Print General	982.760 Youth Print General	-10.79	10.79
BIII	96289216	06/11/2026		Youth Print General	982.760 Youth Print General	-16.64	16.64
BIII	96289220	06/11/2026		Youth Print General	982.760 Youth Print General	-11.84	11.84
BIII	96289218	06/11/2026		Youth Print General	982.760 Youth Print General	-10.05	10.05
BIII	96289221	06/11/2026		Youth Print General	982.760 Youth Print General	-10.05	10.05
BIII	96289222	06/11/2026		Youth Print General	982.760 Youth Print General	-14.54	14.54
BIII	96289223	06/11/2026		Youth Print General	982.760 Youth Print General	-23.14	23.14
BIII	96320983	06/11/2026		Youth Print General	982.760 Youth Print General	-6.39	6.39
BIII	96428692	06/11/2026		Youth Print General	982.760 Youth Print General	-11.84	11.84
BIII	96428688	06/11/2026		Youth Print General	982.760 Youth Print General	-11.30	11.30
BIII	96428687	06/11/2026		Youth Print General	982.760 Youth Print General	-10.22	10.22
BIII	96428694	06/11/2026		Mobile CDL - Youth	982.761 Mobile CDL - Youth	-11.97	11.97
BIII	96428695	06/11/2026		Youth Print General	982.760 Youth Print General	-11.84	11.84
BIII	96428698	06/11/2026		Youth Print General	982.760 Youth Print General	-11.84	11.84
BIII	96428705	06/11/2026		Youth Print General	982.760 Youth Print General	-223.13	223.13
BIII	96428706	06/11/2026		Youth Print General	982.760 Youth Print General	-18.08	18.08
BIII	96428699	06/11/2026		Youth Print General	982.760 Youth Print General	-14.87	14.87
BIII	96428709	06/11/2026		Youth Print General	982.760 Youth Print General	-11.30	11.30
BIII	96460144	06/11/2026		Youth Print General	982.760 Youth Print General	-23.83	23.83
BIII	96460146	06/11/2026		Youth Print General	982.760 Youth Print General	-32.37	32.37
BIII	96460147	06/11/2026		Community Care Shelf	982.830 Community Care Shelf	-45.06	45.06
BIII	96460145	06/11/2026		SRP Supplies	884.127 SRP Supplies	-55.49	55.49
BIII	96460158	06/11/2026		Youth Print General	982.760 Youth Print General	-53.69	53.69
BIII	96460159	06/11/2026		Youth Print General	982.760 Youth Print General	-68.09	68.09
BIII	96460148	06/11/2026		Youth Print General	982.760 Youth Print General	-18.52	18.52
BIII	96460149	06/11/2026		Youth Print General	982.760 Youth Print General	-10.47	10.47
BIII	96460150	06/11/2026		Youth Print General	982.760 Youth Print General	-15.41	15.41
BIII	96460163	06/11/2026		Youth Print General	982.760 Youth Print General	-14.07	14.07
BIII	96460164	06/11/2026		Youth Print General	982.760 Youth Print General	-10.79	10.79
BIII	96460152	06/11/2026		Youth Print General	982.760 Youth Print General	-11.84	11.84
BIII	96460160	06/11/2026		Adult Print General	982.720 Adult Print General	-105.90	105.90
BIII	96460153	06/11/2026		Adult Large Print	982.710 Adult Large Print	-238.77	238.77
BIII	96460165	06/11/2026		Adult Print General	982.720 Adult Print General	-92.08	92.08
BIII	96460162	06/11/2026		Mobile CDL - Adult	982.721 Mobile CDL - Adult	-62.48	62.48
BIII	96460154	06/11/2026		Adult Print General	982.720 Adult Print General	-17.25	17.25
BIII	96460161	06/11/2026		Mobile CDL - Adult	982.721 Mobile CDL - Adult	-36.83	36.83
BIII	96460156	06/11/2026		Adult Print General	982.720 Adult Print General	-34.48	34.48
BIII	96460155	06/11/2026		Adult Print General	982.720 Adult Print General	-129.76	129.76
BIII	96460151	06/11/2026		Adult Print General	982.720 Adult Print General	-15.42	15.42
BIII	96460167	06/11/2026		Adult Print General	982.720 Adult Print General	-17.25	17.25
BIII	96460186	06/11/2026		Adult Print General	982.720 Adult Print General	-18.33	18.33
BIII	96528146	06/11/2026		Youth Print General	982.760 Youth Print General	-12.18	12.18
BIII	96528153	06/11/2026		Youth Print General	982.760 Youth Print General	-15.05	15.05
BIII	96528156	06/11/2026		Youth Print General	982.760 Youth Print General	-6.85	6.85
BIII	96528152	06/11/2026		Youth Print General	982.760 Youth Print General	-11.97	11.97
BIII	96528150	06/11/2026		Adult Print General	982.720 Adult Print General	-13.84	13.84
BIII	96528157	06/11/2026		Adult Print General	982.720 Adult Print General	-12.42	12.42
BIII	96528148	06/11/2026		Adult Print General	982.720 Adult Print General	-16.17	16.17
BIII	96528149	06/11/2026		Adult Print General	982.720 Adult Print General	-14.43	14.43
BIII	96528154	06/11/2026		Adult Print General	982.720 Adult Print General	-70.59	70.59
BIII	96528155	06/11/2026		Multiple Book Copies	982.740 Multiple Book Copies	-36.83	36.83
BIII	96528147	06/11/2026		Adult Large Print	982.710 Adult Large Print	-19.41	19.41
BIII	96528151	06/11/2026		Adult Print General	982.720 Adult Print General	-18.33	18.33
BIII	96560007	06/11/2026		Mobile CDL - Adult	982.721 Mobile CDL - Adult	-37.20	37.20
BIII	96560008	06/11/2026		Multiple Book Copies	982.740 Multiple Book Copies	-19.95	19.95
BIII	96560003	06/11/2026		Adult Print General	982.720 Adult Print General	-31.15	31.15
BIII	96560011	06/11/2026		Mobile CDL - Adult	982.721 Mobile CDL - Adult	-20.68	20.68
BIII	96560004	06/11/2026		Adult Print General	982.720 Adult Print General	-17.25	17.25
BIII	96560010	06/11/2026		Multiple Book Copies	982.740 Multiple Book Copies	-17.25	17.25
BIII	96560005	06/11/2026		Adult Print General	982.720 Adult Print General	-17.25	17.25
BIII	96560009	06/11/2026		Adult Ref.	982.730 Adult Ref.	-76.10	76.10
BIII	96560013	06/11/2026		Adult Print General	982.720 Adult Print General	-15.66	15.66
BIII	96560001	06/11/2026		Adult Large Print	982.710 Adult Large Print	-57.82	57.82
BIII	96560002	06/11/2026		Adult Print General	982.720 Adult Print General	-18.33	18.33
BIII	96574770	06/11/2026		Adult Print General	982.720 Adult Print General	-65.83	65.83
BIII	96574764	06/11/2026		Adult Print General	982.720 Adult Print General	-17.32	17.32
BIII	96574763	06/11/2026		Adult Print General	982.720 Adult Print General	-20.98	20.98
BIII	96574769	06/11/2026		Adult Print General	982.720 Adult Print General	-13.10	13.10
BIII	96574766	06/11/2026		Adult Print General	982.720 Adult Print General	-21.89	21.89
BIII	96574765	06/11/2026		Adult Print General	982.720 Adult Print General	-17.25	17.25
BIII	96574771	06/11/2026		Adult Ref.	982.730 Adult Ref.	-24.52	24.52
BIII	96574773	06/11/2026		Adult Ref.	982.730 Adult Ref.	-60.89	60.89
BIII	96574772	06/11/2026		Adult Print General	982.720 Adult Print General	-13.81	13.81
BIII	96590207	06/11/2026		Adult Print General	982.720 Adult Print General	-22.95	22.95
BIII	96590211	06/11/2026		Adult Print General	982.720 Adult Print General	-17.24	17.24
BIII	96590204	06/11/2026		Adult Print General	982.720 Adult Print General	-21.23	21.23
BIII	96590206	06/11/2026		Adult Print General	982.720 Adult Print General	-17.55	17.55
BIII	96590205	06/11/2026		Adult Print General	982.720 Adult Print General	-14.04	14.04
BIII	96590209	06/11/2026		Adult Print General	982.720 Adult Print General	-16.50	16.50
BIII	96590208	06/11/2026		Adult Print General	982.720 Adult Print General	-17.57	17.57
BIII	96689776	06/11/2026		SRP Supplies	884.127 SRP Supplies	-34.10	34.10
BIII	96689777	06/11/2026		Multiple Book Copies	982.740 Multiple Book Copies	-68.57	68.57
BIII	96689791	06/11/2026		Adult Print General	982.720 Adult Print General	-45.50	45.50

Chelsea District Library Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	96689787	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-42.39	42.39
BIII	96689785	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
BIII	96689788	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-46.63	46.63
BIII	96689766	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-13.22	13.22
BIII	96689782	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96689790	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.71	16.71
BIII	96689794	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-34.19	34.19
BIII	96689789	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-19.41	19.41
BIII	96689795	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-47.24	47.24
BIII	96689796	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.17	16.17
BIII	96689807	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.17	16.17
BIII	96689802	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-97.92	97.92
BIII	96689810	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-35.88	35.88
BIII	96689814	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-12.60	12.60
BIII	96689818	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-105.55	105.55
BIII	96689798	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.58	17.58
BIII	96689811	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-25.00	25.00
BIII	96689813	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-25.00	25.00
BIII	96689800	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-69.42	69.42
BIII	96689809	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-69.42	69.42
BIII	96689801	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-99.00	99.00
BIII	96689806	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-71.16	71.16
BIII	96689797	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.83	17.83
BIII	96689804	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-40.98	40.98
BIII	96689803	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-18.33	18.33
BIII	96689805	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-18.60	18.60
BIII	96689821	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96689818	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-132.96	132.96
BIII	96689819	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-58.50	58.50
BIII	96689822	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-15.66	15.66
BIII	96689820	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-58.18	58.18
BIII	96689817	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
BIII	96735395	06/11/2026	SRP Supplies	SRP Supplies	884.127 · SRP Supplies	-45.65	45.65
BIII	96735396	06/11/2026	Community Care Shelf	Community Care Shelf	982.830 · Community Care Shelf	-44.47	44.47
BIII	96779077	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-143.98	143.98
BIII	96779078	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-34.50	34.50
BIII	96779072	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-47.80	47.80
BIII	96779073	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-86.22	86.22
BIII	96779075	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-35.57	35.57
BIII	96779076	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.24	17.24
BIII	96779071	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96779083	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.20	16.20
BIII	96779070	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-48.45	48.45
BIII	96779069	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-38.28	38.28
BIII	96779081	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-15.69	15.69
BIII	96779080	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-19.95	19.95
BIII	96779074	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-20.65	20.65
BIII	96779086	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-34.50	34.50
BIII	96779087	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-34.50	34.50
BIII	96779085	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96814925	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-52.29	52.29
BIII	96814924	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-18.86	18.86
BIII	96814926	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-44.38	44.38
BIII	96814923	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
BIII	96814929	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-32.91	32.91
BIII	96814928	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-11.97	11.97
BIII	96814930	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-20.53	20.53
BIII	96886733	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-17.28	17.28
BIII	96886732	06/11/2026	SRP Supplies	SRP Supplies	884.127 · SRP Supplies	-11.78	11.78
BIII	96886735	06/11/2026	Book Club Supplies	Book Club Supplies	884.128 · Book Club Supplies	-217.56	217.56
BIII	96886746	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-299.48	299.48
BIII	96886742	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-110.54	110.54
BIII	96886737	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
BIII	96886741	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-40.39	40.39
BIII	96886743	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-16.17	16.17
BIII	96886739	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.71	16.71
BIII	96886738	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-16.17	16.17
BIII	96886740	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96886749	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-40.98	40.98
BIII	96886750	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96886751	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96886748	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96919077	06/11/2026	Adult Large Print	Adult Large Print	982.710 · Adult Large Print	-45.04	45.04
BIII	96919084	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-74.60	74.60
BIII	96919080	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-130.53	130.53
BIII	96919083	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.66	18.66
BIII	96919085	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-18.33	18.33
BIII	96919081	06/11/2026	Mobile CDL - Adult	Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-41.47	41.47
BIII	96919079	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96919078	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-17.25	17.25
BIII	96919082	06/11/2026	Multiple Book Copies	Multiple Book Copies	982.740 · Multiple Book Copies	-17.25	17.25
BIII	96779078	06/11/2026	Adult Print General	Adult Print General	982.720 · Adult Print General	-13.10	13.10

TOTAL						-6,894.01	6,894.01
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BIII...	30463	06/11/2026	Blue Care Network of ...	2026 - GROUP 00277068 SUBGROUP 0002 - C...	001.001 · CSB/Operations Chec...		-3,485.26
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BIII	261600011826	06/11/2026		JUL HEALTH INSURANCE COVERAGE, JUL 0...	710.200 · Per Svcs-Frings Flex Ben	-3,485.26	3,485.26
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3:28 PM
07/15/26

Chelsea District Library Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-3,485.26	3,485.26
Bill...	30464	06/11/2026	KeyBank	A/C Ending3195 05/10 - 06/09/26 DUE 0...	001.001 - CSB/Operations Chec...		-8,897.32
Bill	07062026	06/11/2026		CHELSEA WELLNESS - JUN HEALTH STIPEN...	969.620 - Staff In-Service & Appr...	-163.78	155.00
				STICKER MULE - SUMMER READING PROGR...	880.431 - General Library Prog Pr...	-35.71	36.00
				BIGGBY - TIME CAPSULE COMMITTEE MEETI...	880.320 - Misc Marketing Supplies	-45.01	45.38
				POLLYS - 250TH MEETING REFRESHMENTS	880.320 - Misc Marketing Supplies	-9.12	9.20
				NINA HERST PHOTOGRAPHY - SRP DEPOSIT	880.522 - Photography Services	-248.05	250.00
				NINA HERST PHOTOGRAPHY - SRP EVENT	880.522 - Photography Services	-248.05	250.00
				CHELSEA BAKERY - WALK TO SCHOOL WE...	960.200 - Director Expense	-57.37	57.82
				GREAT LAKES ACE (14.82 +37.09 = \$51.91) S...	884.272 - Teen General Programs	-14.71	14.82
				GREAT LAKES ACE (14.82 +37.09 = \$51.91) W...	884.277 - Teen Summer Reading	-38.81	37.09
				POLLYS - TWEEN BOOK CLUB SNACKS - 05/12	884.230 - Youth Reading Group	-17.81	17.95
				COTTAGE INN - PIZZA	884.276 - Teen Event Supplies	-78.53	79.15
				POLLYS - SNACKS	884.276 - Teen Event Supplies	-26.94	27.15
				AMAZON - E-CONTENT FOR KINDLES - TEEN	982.416 - eContent/Kindle	-793.78	800.00
				AMAZON - E-CONTENT FOR KINDLES - YOUTH	982.416 - eContent/Kindle	-793.78	800.00
				AMAZON - E-CONTENT FOR KINDLES - ADULT	982.416 - eContent/Kindle	-793.78	800.00
				COTTAGE INN - TEEN D&D - PIZZA	884.276 - Teen Event Supplies	-56.47	66.92
				POLLYS - TEEN D&D - DRINKS	884.272 - Teen General Programs	-6.55	6.60
				USPS - LAUNCHPAD SHIPPING	982.485 - Playaway Views	-25.30	25.60
				LOWES (80.98 + 91.66 = \$172.61 + 10.36) = \$1...	884.226 - Summer Reading	-86.17	85.84
				LOWES (80.98 + 91.66 = \$172.61 + 10.36) = \$1...	967.500 - Makerspace Equipment	-95.41	97.16
				BAMBU LABS - 3D PRINTER RESTOCK	884.602 - Technology Programs ...	-192.37	193.88
				TB ELEMENTAL (THE BASH) - 250TH PICNIC ...	884.119 - General Adult Events	-102.15	102.95
				COTTAGE INN - TEEN PIZZA	884.276 - Teen Event Supplies	-75.39	75.98
				POLLYS - REFRESHMENTS - TEENS	884.276 - Teen Event Supplies	-68.51	69.05
				COLD RIVER MINING - GEODES FOR SRP	884.226 - Summer Reading	-492.76	496.63
				MENARDS - IE SUPPLIES	967.500 - Makerspace Equipment	-38.83	38.93
				THE GEODE GUYS - PRESCORED GEODES ...	884.277 - Teen Summer Reading	-58.29	58.75
				SECRET CRISIS COMICS - D&D - TEEN SRP	884.277 - Teen Summer Reading	-55.01	65.52
				MEIJER (54.81 + 13.89 = \$68.70) - BINS	884.222 - General Youth Programs	-64.38	54.81
				MEIJER (54.81 + 13.89 = \$68.70) - BINS	884.222 - General Youth Programs	-13.78	13.89
				KIDS LOVE ROCKS - DELUXE CRYSTAL KIT - ...	884.226 - Summer Reading	-41.47	41.79
				POLLYS - SNACKS - TEENS	884.276 - Teen Event Supplies	-38.62	38.92
				PALEOJOE - FOSSIL DIG KIT - SRP	884.226 - Summer Reading	-27.09	27.30
				ZOU ZOU'S - GIFT CARD FOR SRP PRIZE PACK	884.277 - Teen Summer Reading	-24.81	25.00
				GFS - SUPPLIES - SRP	884.226 - Summer Reading	-260.45	262.49
				SERENDIPITY BOOK STORE - GIFT CARD FO...	884.277 - Teen Summer Reading	-24.81	25.00
				DOLLAR TREE - SRP SUPPLIES	884.226 - Summer Reading	-33.93	34.19
				THE POTTING SHED - GIFT CARD FOR SRP P...	884.277 - Teen Summer Reading	-24.81	25.00
				AGRICOLE - GIFT CARD FOR SRP PRIZE PA...	884.277 - Teen Summer Reading	-24.81	25.00
				AMERICAN GIRL DOLL - 250TH ANNIV DRAWI...	884.926 - Youth Prog Rest Gifts S...	-195.54	197.07
				COTTAGE INN - KICKOFF VOLUNTEER LUNCH	884.926 - Youth Prog Rest Gifts S...	-117.03	117.94
				LEGO RETAIL - RADIO KIT FOR 250TH ANNIV...	884.926 - Youth Prog Rest Gifts S...	-105.17	105.99
				SEED DEV LTD - EQUIPMENT + \$1.69 FTF (L...	967.120 - Computers	-62.43	62.92
				ZOOM - CONF + VIDEO SOFTWARE	967.200 - Equipment Software	-39.20	39.50
				STEVEN D HARG - TECH RESEARCH ???	967.110 - Tech Research	-295.58	299.00
				CONSTANT CONTACT - PREPAY ???	803.395 - Website Hosting & Ser...	-1,716.95	1,730.40
				SAKURA - MTG - L BALLARD, L CORYELL	969.620 - Staff In-Service & Appr...	-42.85	42.98
				LOS TRES AMIGOS - MTG - L BALLARD, S PO...	969.620 - Staff In-Service & Appr...	-42.09	42.41
				CARLYLE - BOARD RETREAT SUPPLIES	969.620 - Staff In-Service & Appr...	-167.53	168.84
				BUSCH'S - BOARD RETREAT SUPPLIES	969.620 - Staff In-Service & Appr...	-29.48	29.71
				EINSTEIN BRO BAGELS - BOARD RETREAT S...	969.620 - Staff In-Service & Appr...	-65.57	66.09
				WHOLE FOODS - BOARD RETREAT SUPPLIES	960.100 - Board Expenses	-31.52	31.76
				PANERA - BOARD RETREAT SUPPLIES	960.100 - Board Expenses	-66.20	66.72
				CLEARLY'S - BOARD RETREAT SUPPLIES	960.100 - Board Expenses	-171.74	173.09
				CHELSEA BAKERY - STAFF SUPPLIES	969.620 - Staff In-Service & Appr...	-56.21	56.85
				PANERA - STAFF SUPPLIES - MEMORIAL DAY	969.620 - Staff In-Service & Appr...	-168.68	170.00
				NICKS - FIREWORKS MTG - S POWERS, SHE...	969.620 - Staff In-Service & Appr...	-67.05	67.56
				ZOU ZOU'S - WORK ANNIV - S POWERS	969.940 - Staff Apprec - Restricted	-24.81	25.00
				SERENDIPITY - B EASTERWOOD, WORK AN...	969.940 - Staff Apprec - Restricted	-24.81	25.00
				ZOU ZOU'S - W28C CROSSWALK GUARDS A...	960.200 - Director Expense	-79.38	80.00
				LOS TRES AMIGOS - FALL NEWSLETTER MT...	969.620 - Staff In-Service & Appr...	-39.52	39.83
				SEED DEV LTD - FOREIGN TRANSACTION F...	967.120 - Computers	-1.88	1.89
TOTAL						-8,897.32	8,967.03
Bill...	30465	06/24/2026	A Production Cleaning...	16961 - CLEANING 06/07/26 - 06/20/26	001.001 - CSB/Operations Chec...		-1,750.00
Bill	16961	06/23/2026		CLEANING 06/07/26 - 06/20/26	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30466	06/24/2026	A T & T Mobility	ACCT 287286231198X - INV 06142026 - ISSUE...	001.001 - CSB/Operations Chec...		-216.19
Bill	06142026	06/20/2026		2026 - PUBLIC WIFI HOT SPOTS 06/07 - 07/06/...	850.311 - WIFI Hotspots	-216.19	216.19
TOTAL						-216.19	216.19
Bill...	30467	06/24/2026	Amazon Capital Servc...		001.001 - CSB/Operations Chec...		-1,621.97
Bill	1HFQ-K6PQ-D4XH	06/20/2026		CIRC DOORBELL	967.120 - Computers	-19.59	19.59
Bill	1PCR-4X97-LK6L	06/23/2026		TEEN PROGRAMS	884.272 - Teen General Programs	-40.67	40.67
				BOOK - THE ART OF SAVING THE WORLD	982.760 - Youth Print General	-10.63	10.63
				VIDEO GAMES	982.490 - Videogames	-87.81	87.81
Bill	1GLY-1KKV-PR7Q	06/23/2026		BOOKS	982.760 - Youth Print General	-32.56	32.66

Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	1K77-RLF6-6GMD	06/23/2026		POWER ADAPTERS, TONER CARTRIDGES, B...	967.120 · Computers	-111.14	111.14
BIII	1QRQ-CKVH-7TG3	06/23/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-204.97	204.97
BIII	1Q3C-QQY7-V86M	06/23/2026		VELCRO	884.126 · General Adult Programs	-8.23	8.23
BIII	1QGG-9TJ4-VFFX	06/23/2026		TONER CARTRIDGES, POWER FAILURE ALA...	967.120 · Computers	-83.65	83.65
BIII	11CH-GWCY-RHPP	06/23/2026		MARKETING SUPPLIES	880.431 · General Library Prog Pr...	-57.31	57.31
BIII	1VKV-CCWX-67YJ	06/23/2026		PAPER SUPPLIES, TP - TISSUES	729.100 · Supplies-Cleaning-Paper	-170.07	170.07
				DISINFECTING WIPES	729.200 · Supplies-Cleaning Sup	-39.93	39.93
BIII	14P1-3VYG-DNDK	06/25/2026		· Summer Reading	884.226 · Summer Reading	-12.99	12.99
				· Teen Summer Reading	884.277 · Teen Summer Reading	-255.94	255.94
BIII	1MXQ-113Q-L66L	06/25/2026		WIRED MICROPHONE	982.430 · Non-Traditional Collecti...	-9.99	9.99
BIII	1LMH-QPJ3-J81Q	06/25/2026		· Teen Summer Reading	884.277 · Teen Summer Reading	-36.96	36.96
				· Technology Programs - Supplies	884.602 · Technology Programs -	-159.98	159.98
				· Adult Print General	982.720 · Adult Print General	-19.24	19.24
BIII	1NUL-JNV4-1X7F	06/25/2026		· General Adult Programs	884.126 · General Adult Programs	-23.49	23.49
BIII	1NFG-Y9Q9-WFC	06/25/2026		· Youth Print General - ANIMA VOL 8	982.760 · Youth Print General	-29.99	29.99
BIII	1FLL-X9FL-L4VT	06/25/2026		· General Adult Programs - 250TH PARTY	884.126 · General Adult Programs	-69.34	69.34
BIII	1GFK-N97R-YF97	06/25/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-137.37	137.37
TOTAL						-1,621.97	1,621.97
BIII...	30468	06/24/2026	American Library Asso...	2026 - STACEY COMFORT Membership #225...	001.001 · CSB/Operations Chec...		-187.00
BIII	2258711	06/23/2026		2026 - STACEY COMFORT Membership #2258...	969.320 · Information Services	-187.00	187.00
TOTAL						-187.00	187.00
BIII...	30469	06/24/2026	AMERICAN UNITED LI...	GROUP: G 00623836-0000-000 - JUL 07/01/20...	001.001 · CSB/Operations Chec...		-960.35
BIII	20260617	06/23/2026		LIFE/DISABL INS PREMIUMS - JUL 07/01/2026...	710.200 · Per Svcs-Fringe Flex Ben	-960.35	960.35
TOTAL						-960.35	960.35
BIII...	30470	06/24/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 06/26/26	001.001 · CSB/Operations Chec...		-961.54
BIII	260626	06/23/2026		2026 - BOOKKEEPING TO 06/26/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
BIII...	30471	06/24/2026	BOOK FARM LLC	ERG15745	001.001 · CSB/Operations Chec...		-1,242.10
BIII	ERG15745	06/25/2026		· Youth Print General	982.760 · Youth Print General	-1,117.04	1,117.04
				· General Youth Programs	884.222 · General Youth Programs	-125.06	125.06
TOTAL						-1,242.10	1,242.10
BIII...	30472	06/24/2026	CHELSEA SCHOOL DL...	2026 - FUEL 05/01 - 05/31/26	001.001 · CSB/Operations Chec...		-93.33
BIII	20260623	06/23/2026		2026 - JUNE BILLING - MAY DIESEL - 15.61 G...	758.100 · MOBILE CDL - FUEL	-93.33	93.33
TOTAL						-93.33	93.33
BIII...	30473	06/24/2026	Cintas Corporation-300	4272407456 ACCT# 14203324	001.001 · CSB/Operations Chec...		-171.36
BIII	4272407456	06/23/2026		2026 - RUGS - rate increase	729.300 · Supplies-Cleaning Rugs	-148.10	148.10
				2026 - CLEANING SUPPLIES/SOAP - rate incre...	729.200 · Supplies-Cleaning Sup	-23.26	23.26
TOTAL						-171.36	171.36
BIII...	30474	06/24/2026	Cintas Fire Protection	INV 0D26103115 - ACCT 13211	001.001 · CSB/Operations Chec...		-1,355.74
BIII	0D26103115	06/23/2026		ANNUAL FIRE ALARM MONITORING	803.420 · Fire	-1,355.74	1,355.74
TOTAL						-1,355.74	1,355.74
BIII...	30475	06/24/2026	Costco Anywhere Visa	ACCT ENDING 3253 05/19/26 - 06/16/26 DU...	001.001 · CSB/Operations Chec...		-203.14
BIII	20250616	06/23/2026		CLEANING SUPPLIES - PAPER TOWELS	729.100 · Supplies-Cleaning-Paper	-203.14	203.14
TOTAL						-203.14	203.14
BIII...	30476	06/24/2026	Demco Inc.	2026 - INV 7817034 - BILLING CUSTOMER 21...	001.001 · CSB/Operations Chec...		-185.64
BIII	7817034	06/23/2026		MISC SUPPLIES AND BOOKMARKS	728.300 · Supplies-Matl Proc Other	-185.64	185.64
TOTAL						-185.64	185.64
BIII...	30477	06/24/2026	Envisionware Inc	INV-US-82074 - PO 26-7236-BL	001.001 · CSB/Operations Chec...		-1,694.59
BIII	INV-US-82074	06/23/2026		SELF CHECK UPGRADE - PROF SVC - SETUP...	980.320 · Hardware Upgrades	-1,694.59	1,694.59
TOTAL						-1,694.59	1,694.59
BIII...	30478	06/24/2026	FREDDY CHEEKS PR...	BUBBLE LADY FINALE - 07/22/26	001.001 · CSB/Operations Chec...		-550.00

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07/15/26

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Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0328-SP	05/18/2026	BUBBLE LADY FINALE - 07/22/26		864.926 · Youth Prog Rest Gifts S...	-550.00	550.00
TOTAL						-550.00	550.00
Bill...	30479	06/24/2026	Great Lakes Ace Hard...		001.001 · CSB/Operations Chec...		-106.26
Bill	19623/154	06/23/2026	BATTERY FOR CIRC BELL		732.300 · Supplies-MNT-General	-8.64	8.54
Bill	19826/154	06/23/2026	ROPE FOR SAILS		732.300 · Supplies-MNT-General	-20.89	20.89
Bill	19630/154	06/23/2026	DOOR SCREWS		732.300 · Supplies-MNT-General	-11.79	11.79
Bill	19833/154	06/23/2026	DOOR SCREWS		732.300 · Supplies-MNT-General	-9.03	9.03
Bill	19795/154	05/25/2026	Technology Programs - Supplies		884.602 · Technology Programs -...	-13.29	13.29
			Summer Reading		684.226 · Summer Reading	-26.58	26.58
Bill	19631/154	06/25/2026	Makerspace Equipment - sanding discs		967.500 · Makerspace Equipment	-16.14	16.14
TOTAL						-106.26	106.26
Bill...	30480	06/24/2026	Ingram Library Services		001.001 · CSB/Operations Chec...		-6,302.47
Bill	96560012	06/25/2026	Youth Print General		982.760 · Youth Print General	-12.92	12.92
Bill	96560000	06/25/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	96560006	06/25/2026	Youth Print General		982.760 · Youth Print General	-36.13	36.13
Bill	96574767	06/25/2026	Youth Print General		982.760 · Youth Print General	-24.35	24.35
Bill	96574768	06/25/2026	Youth Print General		982.760 · Youth Print General	-30.75	30.75
Bill	96590212	06/25/2026	Youth Print General		982.760 · Youth Print General	-102.78	102.78
Bill	96590213	06/25/2026	Youth Print General		982.760 · Youth Print General	-76.67	76.67
Bill	96590210	06/25/2026	Youth Print General		982.760 · Youth Print General	-15.05	15.05
Bill	96590203	06/25/2026	Youth Print General		982.760 · Youth Print General	-12.42	12.42
Bill	96636843	06/25/2026	Youth Print General		982.760 · Youth Print General	-7.65	7.65
Bill	96655877	06/25/2026	Youth Print General		982.760 · Youth Print General	-66.12	66.12
Bill	96689778	06/25/2026	Youth Print General		982.760 · Youth Print General	-137.05	137.05
Bill	96689779	06/25/2026	Summer Reading		884.226 · Summer Reading	-44.25	44.25
Bill	96689780	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	96689783	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	96689792	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.79	10.79
Bill	96689781	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	96689793	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.79	10.79
Bill	96689784	06/25/2026	Youth Print General		982.760 · Youth Print General	-12.92	12.92
Bill	96689799	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	96689808	06/25/2026	Youth Print General		982.760 · Youth Print General	-25.89	25.89
Bill	96689812	06/25/2026	Youth Print General		982.760 · Youth Print General	-23.14	23.14
Bill	96689815	06/25/2026	Youth Print General		982.760 · Youth Print General	-20.40	20.40
Bill	96705766	06/25/2026	Youth Print General		982.760 · Youth Print General	-23.26	23.26
Bill	96750271	06/25/2026	Adult Print General		982.720 · Adult Print General	-31.36	31.36
Bill	96750273	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.25	10.25
Bill	96750272	06/25/2026	Youth Print General		982.760 · Youth Print General	-12.92	12.92
Bill	96779084	06/25/2026	Youth Print General		982.760 · Youth Print General	-9.71	9.71
Bill	96779082	06/25/2026	Youth Print General		982.760 · Youth Print General	-33.39	33.39
Bill	96779068	06/25/2026	Youth Print General		982.760 · Youth Print General	-19.44	19.44
Bill	96814927	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.22	10.22
Bill	96814921	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.34	11.34
Bill	96814922	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	96814931	06/25/2026	Youth Print General		982.760 · Youth Print General	-18.67	18.67
Bill	96886731	06/25/2026	Youth Print General		982.760 · Youth Print General	-6.39	6.39
Bill	96886734	06/25/2026	Youth Print General		982.760 · Youth Print General	-14.28	14.28
Bill	96886745	06/25/2026	Youth Print General		982.760 · Youth Print General	-20.34	20.34
Bill	96886744	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	96886747	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.79	10.79
Bill	96886736	06/25/2026	Youth Print General		982.760 · Youth Print General	-14.08	14.08
Bill	96919076	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	96919056	06/25/2026	Youth Print General		982.760 · Youth Print General	-9.85	9.85
Bill	96919088	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	96919087	06/25/2026	Youth Print General		982.760 · Youth Print General	-10.76	10.76
Bill	96958035	06/25/2026	Summer Reading		884.226 · Summer Reading	-127.53	127.53
Bill	97029400	06/25/2026	Adult Print General		982.720 · Adult Print General	-17.83	17.83
Bill	97029403	06/25/2026	Adult Print General		982.720 · Adult Print General	-16.17	16.17
Bill	97029401	06/25/2026	Adult Print General		982.720 · Adult Print General	-14.45	14.45
Bill	97029402	06/25/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-19.41	19.41
Bill	97029406	06/25/2026	Youth Print General		982.760 · Youth Print General	-27.72	27.72
Bill	97029404	06/25/2026	Youth Print General		982.760 · Youth Print General	-20.48	20.48
Bill	97029405	06/25/2026	Youth Print General		982.760 · Youth Print General	-58.75	58.75
Bill	97029399	06/25/2026	Youth Print General		982.760 · Youth Print General	-11.88	11.88
Bill	97029407	06/25/2026	Youth Print General		982.780 · Youth Print General	-11.63	11.63
Bill	97029415	06/25/2026	Youth Print General		982.760 · Youth Print General	-13.26	13.26
Bill	97029413	06/25/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	97029410	06/25/2026	Adult Print General		982.720 · Adult Print General	-14.45	14.45
Bill	97029414	06/25/2026	Adult Print General		982.720 · Adult Print General	-98.54	98.54
Bill	97029412	06/25/2026	Adult Print General		982.720 · Adult Print General	-18.33	18.33
Bill	97029408	06/25/2026	Adult Print General		982.720 · Adult Print General	-47.43	47.43
Bill	97029417	06/25/2026	Adult Print General		982.720 · Adult Print General	-19.39	19.39
Bill	97029411	06/25/2026	Adult Print General		982.720 · Adult Print General	-22.65	22.65
Bill	97029418	06/25/2026	Adult Print General		982.720 · Adult Print General	-18.77	18.77
Bill	97029409	06/25/2026	Adult Print General		982.720 · Adult Print General	-13.83	13.83
Bill	97029416	06/25/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-13.83	13.83
Bill	97029419	06/25/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	97029420	06/25/2026	Adult Print General		982.720 · Adult Print General	-18.33	18.33
Bill	97059745	06/25/2026	Adult Print General		982.720 · Adult Print General	-14.16	14.16
Bill	97059752	06/25/2026	Adult Print General		982.720 · Adult Print General	-732.16	732.16
Bill	97059746	06/25/2026	Adult Print General		982.720 · Adult Print General	-44.76	44.76

Chelsea District Library Monthly Check Register

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
BIII	97059743	06/25/2026	Adult Print General	982.720 Adult Print General	-14.17	14.17	
BIII	97059747	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-17.57	17.57	
BIII	97059744	06/25/2026	Adult Print General	982.720 Adult Print General	-17.04	17.04	
BIII	97059753	06/25/2026	Multiple Book Copies	982.740 Multiple Book Copies	-16.20	16.20	
BIII	97059748	06/25/2026	Multiple Book Copies	982.740 Multiple Book Copies	-17.56	17.56	
BIII	97059750	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-17.56	17.56	
BIII	97059751	06/25/2026	Youth Print General	982.760 Youth Print General	-220.10	220.10	
BIII	97059749	06/25/2026	Youth Print General	982.760 Youth Print General	-11.09	11.09	
BIII	97059754	06/25/2026	Adult Print General	982.720 Adult Print General	-84.63	84.63	
BIII	97075090	06/25/2026	Youth Print General	982.760 Youth Print General	-23.68	23.68	
BIII	97075095	06/25/2026	Youth Print General	982.760 Youth Print General	-40.99	40.99	
BIII	97075088	06/25/2026	Youth Print General	982.760 Youth Print General	-12.23	12.23	
BIII	97075091	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97075089	06/25/2026	Youth Print General	982.760 Youth Print General	-12.59	12.59	
BIII	97075094	06/25/2026	Adult Print General	982.720 Adult Print General	-103.34	103.34	
BIII	97075093	06/25/2026	Adult Print General	982.720 Adult Print General	-24.55	24.55	
BIII	97075092	06/25/2026	Adult Print General	982.720 Adult Print General	-13.84	13.84	
BIII	97104954	06/25/2026	Adult Print General	982.720 Adult Print General	-18.90	18.90	
BIII	97124319	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97124314	06/25/2026	Youth Print General	982.760 Youth Print General	-9.58	9.58	
BIII	97124320	06/25/2026	Youth Print General	982.760 Youth Print General	-11.84	11.84	
BIII	97124321	06/25/2026	Adult Print General	982.720 Adult Print General	-22.50	22.50	
BIII	97124316	06/25/2026	Adult Print General	982.720 Adult Print General	-51.65	51.65	
BIII	97124317	06/25/2026	Adult Print General	982.720 Adult Print General	-116.82	116.82	
BIII	97124318	06/25/2026	Adult Print General	982.720 Adult Print General	-15.05	15.05	
BIII	97124315	06/25/2026	Adult Large Print	982.710 Adult Large Print	-38.28	38.28	
BIII	97124322	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97124323	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97161704	06/25/2026	Adult Print General	982.720 Adult Print General	-61.79	61.79	
BIII	97161701	06/25/2026	Adult Print General	982.720 Adult Print General	-45.02	45.02	
BIII	97161702	06/25/2026	Adult Print General	982.720 Adult Print General	-35.68	35.68	
BIII	97161705	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-17.25	17.25	
BIII	97161703	06/25/2026	Adult Print General	982.720 Adult Print General	-38.12	38.12	
BIII	97161700	06/25/2026	Adult Large Print	982.710 Adult Large Print	-35.58	35.58	
BIII	97161706	06/25/2026	Adult Print General	982.720 Adult Print General	-35.84	35.84	
BIII	97161709	06/25/2026	Multiple Book Copies	982.740 Multiple Book Copies	-16.20	16.20	
BIII	97161707	06/25/2026	Youth Print General	982.760 Youth Print General	-10.25	10.25	
BIII	97161708	06/25/2026	Youth Print General	982.760 Youth Print General	-10.79	10.79	
BIII	97161710	06/25/2026	Adult Print General	982.720 Adult Print General	-16.17	16.17	
BIII	97161712	06/25/2026	Adult Print General	982.720 Adult Print General	-16.20	16.20	
BIII	97161711	06/25/2026	Adult Print General	982.720 Adult Print General	-17.25	17.25	
BIII	97190689	06/25/2026	Adult Print General	982.720 Adult Print General	-14.05	14.05	
BIII	97190679	06/25/2026	Adult Print General	982.720 Adult Print General	-58.31	58.31	
BIII	97190677	06/25/2026	Adult Large Print	982.710 Adult Large Print	-210.97	210.97	
BIII	97190685	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-45.04	45.04	
BIII	97190681	06/25/2026	Adult Print General	982.720 Adult Print General	-41.25	41.25	
BIII	97190687	06/25/2026	Adult Print General	982.720 Adult Print General	-17.55	17.55	
BIII	97190678	06/25/2026	Adult Print General	982.720 Adult Print General	-15.63	15.63	
BIII	97190680	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-21.90	21.90	
BIII	97190686	06/25/2026	Adult Print General	982.720 Adult Print General	-18.79	18.79	
BIII	97190684	06/25/2026	Adult Print General	982.720 Adult Print General	-15.65	15.65	
BIII	97190691	06/25/2026	Youth Print General	982.760 Youth Print General	-10.79	10.79	
BIII	97190690	06/25/2026	Youth Print General	982.760 Youth Print General	-384.88	384.88	
BIII	97190688	06/25/2026	Youth Print General	982.760 Youth Print General	-8.45	8.45	
BIII	97190683	06/25/2026	Youth Print General	982.760 Youth Print General	-22.09	22.09	
BIII	97190682	06/25/2026	Youth Print General	982.760 Youth Print General	-12.38	12.38	
BIII	97190676	06/25/2026	Youth Print General	982.760 Youth Print General	-16.65	16.65	
BIII	97190692	06/25/2026	Adult Print General	982.720 Adult Print General	-16.17	16.17	
BIII	97217207	06/25/2026	Adult Print General	982.720 Adult Print General	-35.58	35.58	
BIII	97217208	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-19.41	19.41	
BIII	97217209	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-17.25	17.25	
BIII	97217205	06/25/2026	Adult Print General	982.720 Adult Print General	-17.25	17.25	
BIII	97217206	06/25/2026	Adult Print General	982.720 Adult Print General	-20.65	20.65	
BIII	97217210	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97217211	06/25/2026	Youth Print General	982.760 Youth Print General	-11.84	11.84	
BIII	97217217	06/25/2026	Youth Print General	982.760 Youth Print General	-44.32	44.32	
BIII	97217221	06/25/2026	Youth Print General	982.760 Youth Print General	-11.30	11.30	
BIII	97217218	06/25/2026	Youth Print General	982.760 Youth Print General	-22.60	22.60	
BIII	97217213	06/25/2026	Adult Print General	982.720 Adult Print General	-17.25	17.25	
BIII	97217214	06/25/2026	Adult Print General	982.720 Adult Print General	-16.70	16.70	
BIII	97217215	06/25/2026	Adult Print General	982.720 Adult Print General	-17.25	17.25	
BIII	97217216	06/25/2026	Adult Print General	982.720 Adult Print General	-50.12	50.12	
BIII	97217219	06/25/2026	Adult Print General	982.720 Adult Print General	-19.95	19.95	
BIII	97217212	06/25/2026	Adult Large Print	982.710 Adult Large Print	-64.33	64.33	
BIII	97217220	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-23.14	23.14	
BIII	97247434	06/25/2026	Adult Print General	982.720 Adult Print General	-17.24	17.24	
BIII	97247444	06/25/2026	Adult Print General	982.720 Adult Print General	-172.90	172.90	
BIII	97247433	06/25/2026	Adult Print General	982.720 Adult Print General	-19.95	19.95	
BIII	97247439	06/25/2026	Adult Print General	982.720 Adult Print General	-19.95	19.95	
BIII	97247435	06/25/2026	Multiple Book Copies	982.740 Multiple Book Copies	-18.33	18.33	
BIII	97247432	06/25/2026	Adult Large Print	982.710 Adult Large Print	-45.50	45.50	
BIII	97247440	06/25/2026	Mobile CDL - Adult	982.721 Mobile CDL - Adult	-23.14	23.14	
BIII	97247437	06/25/2026	Adult Print General	982.720 Adult Print General	-35.04	35.04	
BIII	97247442	06/25/2026	Adult Print General	982.720 Adult Print General	-19.95	19.95	
BIII	97247438	06/25/2026	Adult Print General	982.720 Adult Print General	-18.33	18.33	
BIII	97247441	06/25/2026	Adult Print General	982.720 Adult Print General	-17.25	17.25	
BIII	97247436	06/25/2026	Youth Print General	982.760 Youth Print General	-10.22	10.22	
BIII	97247443	06/25/2026	Youth Print General	982.760 Youth Print General	-10.50	10.50	
BIII	97247445	06/25/2026	Adult Print General	982.720 Adult Print General	-17.79	17.79	
BIII	97261839	06/25/2026	Adult Print General	982.720 Adult Print General	-17.24	17.24	
BIII	97312231	06/25/2026	Adult Print General	982.720 Adult Print General	-16.20	16.20	

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Chelsea District Library Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97312226	06/25/2026		Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	97312227	06/25/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-72.15	72.15
Bill	97312233	06/25/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-13.21	13.21
Bill	97312234	06/25/2026		Adult Print General	982.720 · Adult Print General	-13.21	13.21
Bill	97312232	06/25/2026		Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	97312224	06/25/2026		Adult Large Print	982.710 · Adult Large Print	-59.85	59.85
Bill	97312230	06/25/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-53.61	53.61
Bill	97312225	06/25/2026		Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	97312240	06/25/2026		Adult Print General	982.720 · Adult Print General	-31.85	31.85
Bill	97312239	06/25/2026		Adult Print General	982.720 · Adult Print General	-15.08	15.08
Bill	97312237	06/25/2026		Adult Print General	982.720 · Adult Print General	-32.84	32.84
Bill	97312241	06/25/2026		Adult Print General	982.720 · Adult Print General	-259.56	259.56
Bill	97312236	06/25/2026		Adult Large Print	982.710 · Adult Large Print	-38.85	38.85
TOTAL						-6,302.47	6,302.47
Bill...	30481	06/24/2026	Jaco Electric LLC	3256	001.001 · CSB/Operations Chec...		-209.25
Bill	3256	06/23/2026		EM LIGHT BALLAST AND OUTDOOR FLOOD L...	803.010 · Maint Svc Contingency	-209.25	209.25
TOTAL						-209.25	209.25
Bill...	30482	06/24/2026	Johnson Controls Bull...	ACCT 1348743 - 1-137863804162 - HOT WATE...	001.001 · CSB/Operations Chec...		-2,226.05
Bill	1-137863804162	06/23/2026		HOTWATER PUMPS/FANS OFF AFTER POWE...	803.010 · Maint Svc Contingency	-2,226.05	2,226.05
TOTAL						-2,226.05	2,226.05
Bill...	30483	06/24/2026	LAW, CHRISTINE M.	LAW - YOUTH YOGA STORY TIME 06/18/26	001.001 · CSB/Operations Chec...		-100.00
Bill	26-0513-k	06/25/2026		LAW - YOUTH YOGA STORY TIME 06/18/26	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill...	30484	06/24/2026	Midwest Collaborative ...	AR-139561 - ACCT# 1181500 - MCLS MEMBE...	001.001 · CSB/Operations Chec...		-125.00
Bill	AR-139561	06/23/2026		Institutional MCLS - MEMBERSHIP	969.520 · Institutional MCLS	-125.00	125.00
TOTAL						-125.00	125.00
Bill...	30485	06/24/2026	Midwest Tape		001.001 · CSB/Operations Chec...		-2,181.34
Bill	509016167	06/23/2026		NO NOTES IN MEMO FIELD	982.480 · DVD Feature	-23.24	23.24
Bill	509016169	06/23/2026		JUN FEATURE	982.480 · DVD Feature	-178.43	178.43
Bill	508886165	06/25/2026		SUMMER DVDs	982.480 · Youth Video DVD	-74.96	74.96
Bill	508960222	06/25/2026		SUMMER DVDs	982.480 · Youth Video DVD	-45.73	45.73
Bill	508960223	06/25/2026		MAY - FEATURE DVDs - ADULT	982.480 · DVD Feature	-65.98	65.98
Bill	508960225	06/25/2026		JUN - FEATURE	982.460 · DVD Feature	-95.21	95.21
Bill	508978458	06/25/2026		MAY - FEATURE DVDs - ADULT	982.480 · DVD Feature	-16.49	16.49
Bill	508984650	06/25/2026		SUMMER DVDs	982.480 · Youth Video DVD	-53.98	53.98
Bill	508984651	06/25/2026		YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-40.79	40.79
Bill	508984652	06/25/2026		JUN - FEATURE	982.460 · DVD Feature	-258.63	258.63
Bill	509016166	06/25/2026		SUMMER DVDs	982.480 · Youth Video DVD	-102.73	102.73
Bill	509016380	06/25/2026		YOUTH PLAYAWAYS	982.140 · Youth Books on Disc	-1,130.19	1,130.19
Bill	509161381	06/25/2026		JUN/JUL - BOC	982.120 · Adult Books on Disc	-94.98	94.98
TOTAL						-2,181.34	2,181.34
Bill...	30486	06/24/2026	PLAYAWAY PRODUCTS	536821 - REPLACEMENTS	001.001 · CSB/Operations Chec...		-149.98
Bill	536821	06/25/2026		REPLACEMENTS x 2	982.485 · Playaway Views	-149.98	149.98
TOTAL						-149.98	149.98
Bill...	30487	06/24/2026	Scholastic Library Pub...		001.001 · CSB/Operations Chec...		-1,420.03
Bill	87698232	06/25/2026		2026 - SUMMER READING	884.226 · Summer Reading	-1,409.25	1,409.25
Bill	87710241	06/25/2026		2026 - SUMMER READING	884.226 · Summer Reading	-5.39	5.39
Bill	87759600	06/25/2026		2026 - SUMMER READING	884.226 · Summer Reading	-5.39	5.39
TOTAL						-1,420.03	1,420.03
Bill...	30488	06/24/2026	SMART BUSINESS SO...	WO-293461-1	001.001 · CSB/Operations Chec...		-130.32
Bill	WO-293461-1	06/23/2026		GENERAL SUPPLIES	727.100 · Supplies - General Op	-130.32	130.32
TOTAL						-130.32	130.32
Bill...	30489	06/24/2026	STUMP BROTHERS, L...	9583	001.001 · CSB/Operations Chec...		-350.00
Bill	9583	06/23/2026		STUMP REMOVAL	803.010 · Maint Svc Contingency	-350.00	350.00
TOTAL						-350.00	350.00

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Chelsea District Library
Monthly Check Register

June 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30490	06/24/2026	THE DETROIT NEWS	ACCT # DN1852905	001.001 · CSB/Operations Chec...		-346.89
Bill	346.89	06/25/2026		SUBSCRIPTION - 06/01/26 - 10/31/27	982.620 · Daily Newspapers	-346.89	346.89
TOTAL						-346.89	346.89
Bill...	30491	06/24/2026	THE WOODHILL GRO...	2025 AUDIT, ANNUAL REPORT QUESTIONS	001.001 · CSB/Operations Chec...		-256.25
Bill	2692	06/23/2026		2025 AUDIT, ANNUAL REPORT QUESTIONS	801.020 · Auditor	-256.25	256.25
TOTAL						-256.25	256.25
Bill...	30492	06/24/2026	Unique Management S...	2026 - 6160111 CLIENT # 1954 - COLLECTION...	001.001 · CSB/Operations Chec...		-26.85
Bill	6160111	06/23/2026		2026 MAY - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-26.85	26.85
TOTAL						-26.85	26.85
Bill...	30493	06/24/2026	UNIVERSITY OFFICE T...	597508271- ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Chec...		-791.66
Bill	597508271	06/23/2026		PUBLIC COPIER LEASE - 05/01 - 05/31/26 - se...	803.101 · Public Copier	-241.62	241.62
				STAFF COPIER LEASE - 05/01 - 05/31/26	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 05/01 - 05/3...	803.103 · Small Printer Maintena...	-112.86	112.66
TOTAL						-791.66	791.66
Bill...	30494	06/24/2026	WESTERN WASHTEN...	BOL 18200 - ANNUAL RECYCLING BIN 2026	001.001 · CSB/Operations Chec...		-250.00
Bill	BOL 18200	06/23/2026		ANNUAL RECYCLING BIN FEE - 2026	803.620 · Trash	-250.00	250.00
TOTAL						-250.00	250.00
Bill...	30495	06/24/2026	WILBERT, CHRISTINA	REIMBURSEMENT FOR LOST BOOK - FOUN...	001.001 · CSB/Operations Chec...		-24.99
Bill	296216000283167	06/23/2026		REIMBURSEMENT FOR LOST BOOK - LOCAT...	982.760 · Youth Print General	-24.99	24.99
TOTAL						-24.99	24.99
Bill...	30496	06/24/2026	WILLSON, KATHERINE	PRESENTER - AMERICA'S STORY - 06/29 - H...	001.001 · CSB/Operations Chec...		-250.00
Bill	26-1703-GH	06/25/2026		07/15/24 - PRESENTER - AMERICA'S STORY - ...	884.119 · General Adult Events	-250.00	250.00
TOTAL						-250.00	250.00
Bill...	30497	06/24/2026	Zoran, Amy	CDL RUBBER STAMPS	001.001 · CSB/Operations Chec...		-50.87
Bill	26-5048-AZ	06/23/2026		RUBBER STAMPS	727.100 · Supplies - General Op	-50.87	50.87
TOTAL						-50.87	50.87
Bill...	ACH06112026	06/09/2026	EMPOWER	PAYROLL #12 - 05/24/26 - 06/06/26 PAID 06/12...	001.001 · CSB/Operations Chec...		-6,593.39
Bill	ACH06112026	06/09/2026		05/24/26 - 06/06/26 PAID 06/12/26 - ACH PAID ...	231.002 · Payroll Lia/401A MitchER	-2,009.20	2,009.20
				05/24/26 - 06/06/26 PAID 06/12/26 - ACH PAID ...	702.300 · Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				05/24/26 - 06/06/26 PAID 06/12/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-888.92	888.92
				05/24/26 - 06/06/26 PAID 06/12/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56
TOTAL						-6,593.39	6,593.39
Bill...	ACH06232026	06/23/2026	EMPOWER	PAYROLL #13 - 06/07/26 - 06/20/26 PAID 06/1/...	001.001 · CSB/Operations Chec...		-6,593.39
Bill	20260607	06/23/2026		06/07/26 - 06/20/26 PAID 06/1/26 - ACH PAID ...	231.002 · Payroll Lia/401A MitchER	-2,009.20	2,009.20
				06/07/26 - 06/20/26 PAID 06/1/26 - ACH PAID ...	702.300 · Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				06/07/26 - 06/20/26 PAID 06/1/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-888.92	888.92
				06/07/26 - 06/20/26 PAID 06/1/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56
TOTAL						-6,593.39	6,593.39

Chelsea District Library
Donation and Restricted
January through June 2026

	Jan - Jun 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 · State Grants	1,677		
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	3,500	3,000	500
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	14,195	29,265	(15,070)
Total Income	15,872	29,265	(13,393)
Gross Profit	15,872	29,265	(13,393)
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)

Chelsea District Library Donation and Restricted

January through June 2026

	Jan - Jun 26	Budget	\$ Over Budget
884.920 · Youth Programming Restricted			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
884.926 · Youth Prog Rest Gifts SRP	4,521	3,750	771
Total 884.920 · Youth Programming Restricted	4,521	4,000	521
Total 884.000 · Programming	13,432	21,000	(7,568)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	278	750	(472)
Total 969.600 · Staff Training, In-Service	278	750	(472)
Total 969.000 · CE, Staff Development & Travel	278	750	(472)
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	13,625	25,030	(11,405)
Net Ordinary Income	2,247	4,235	(1,988)
Net Income	2,247	4,235	(1,988)

Chelsea District Library Profit & Loss Prev Year Comparison

June 2026

	Jun 26	Jun 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue	88,985.52	80,427.97	8,557.55	10.64%
539.000 · State Grants	1,676.99	0.00	1,676.99	100.0%
645.100 · Copiers & Printers	429.15	430.45	-1.30	-0.3%
665.000 · Bank Interest	35.25	30.40	4.85	15.95%
665.100 · Investment Gains/Losses	9,218.74	5,879.83	3,338.91	56.79%
669.000 · Investment Value Change	-657.13	2,082.62	-2,739.75	-131.55%
671.000 · Misc Income & Refunds	1,274.03	0.00	1,274.03	100.0%
674.000 · Revenue Contribution & Donation	2,500.00	6,450.00	-3,950.00	-61.24%
Total Income	103,462.55	95,301.27	8,161.28	8.56%
Gross Profit	103,462.55	95,301.27	8,161.28	8.56%
Expense				
701.000 · Personnel Svcs Control Acct	119,458.63	103,448.05	16,010.58	15.48%
727.000 · Supplies	1,024.71	369.95	654.76	176.99%
731.000 · Other Svc - Postage	0.00	530.89	-530.89	-100.0%
732.000 · Supplies-Maintenance	50.25	242.57	-192.32	-79.28%
758.000 · FUEL - DIESEL	93.33	0.00	93.33	100.0%
801.000 · Professional & Contractual Svcs	2,676.34	22,657.15	-19,980.81	-88.19%
802.000 · Admin-Fees & Misc Costs	40.00	42.80	-2.80	-6.54%
803.000 · Maintenance Service Contracts	13,498.64	10,249.48	3,249.16	31.7%
850.000 · Telecommunications	941.79	2,039.93	-1,098.14	-53.83%
880.000 · Promotional Materials	4,237.30	2,116.84	2,120.46	100.17%
884.000 · Programming	11,695.29	8,251.37	3,443.92	41.74%
885.000 · Volunteer	0.00	7.29	-7.29	-100.0%
920.000 · Utilities	6,338.89	4,918.72	1,420.17	28.87%
960.000 · Board & Director Expense	470.87	123.01	347.86	282.79%
967.000 · Equipment	897.92	488.30	409.62	83.89%
969.000 · CE, Staff Development & Travel	1,201.09	1,011.74	189.35	18.72%
970.000 · Capital Expense	1,694.59	160.00	1,534.59	959.12%
982.000 · Collection Expense	26,024.50	8,759.38	17,265.12	197.1%
Total Expense	190,344.14	165,417.47	24,926.67	15.07%
Net Ordinary Income	-86,881.59	-70,116.20	-16,765.39	-23.91%
Net Income	-86,881.59	-70,116.20	-16,765.39	-23.91%

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

	TOTAL												Budget	\$ Over Budget	% of Budget	
	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26				
Ordinary Income/Expense																
Income																
402,000 · District Revenue	1,242,827	608,893	501,123	66,449	(12)	88,986	0	0	0	0	0	0	2,508,266	2,516,825	(8,559)	100%
539,000 · State Grants	0	0	0	0	0	1,677	0	0	0	0	0	0	1,677			
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			
645,100 · Copiers & Printers	0	494	1,365	433	559	429	192	0	0	0	0	0	3,472	4,000	(528)	87%
657,100 · Non-Resident Fees	0	125	3,261	0	0	0	156	0	0	0	0	0	3,542	4,000	(458)	89%
657,200 · ILL Fees/Collection Agency Rec	0	0	615	0	15	0	30	0	0	0	0	0	660	1,000	(340)	66%
665,000 · Bank Interest	75	61	77	43	23	35	0	0	0	0	0	0	314			
665,100 · Investment Gains/Losses	4,746	11,856	5,501	11,289	10,624	9,219	0	0	0	0	0	0	53,035	70,000	(16,965)	76%
669,000 · Investment Value Change	(785)	319	(2,339)	(255)	(540)	(657)	0	0	0	0	0	0	(4,257)			
671,000 · Misc Income & Refunds	0	0	0	751	0	1,274	4,000	0	0	0	0	0	6,025			
674,000 · Revenue Contribution & Donation	1,400	1,050	50	2,110	7,085	2,500	14,170	0	0	0	0	0	28,365	29,265	(900)	97%
Total Income	1,248,263	622,598	590,110	81,820	20,625	103,463	18,548	0	0	0	0	0	2,685,427	2,703,050	(17,623)	99%
Gross Profit	1,248,263	622,598	590,110	81,820	20,625	103,463	18,548	0	0	0	0	0	2,685,427	2,703,050	(17,623)	99%
Expense																
701,000 · Personnel Svcs Control Acct	83,343	113,830	168,012	73,888	170,709	119,459	61,253	0	0	0	0	0	790,495	1,530,647	(740,152)	52%
727,000 · Supplies	1,173	281	2,388	1,610	661	1,025	144	0	0	0	0	0	7,282	24,350	(17,068)	30%
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	50	28	0	0	0	0	0	639	7,550	(6,911)	8%
758,000 · FUEL - DIESEL	33	36	0	0	74	93	0	0	0	0	0	0	236	750	(514)	31%
801,000 · Professional & Contractual Svcs	2,363	2,710	21,886	2,402	6,809	2,676	1,367	0	0	0	0	0	40,213	144,259	(104,046)	28%
802,000 · Admin-Fees & Misc Costs	55	39	578	113	63	40	0	0	0	0	0	0	888	1,540	(652)	58%
803,000 · Maintenance Service Contracts	19,199	9,819	17,262	23,134	6,626	13,499	6,217	0	0	0	0	0	95,756	198,889	(103,133)	48%
850,000 · Telecommunications	(3,554)	1,337	2,264	1,893	1,723	942	2,204	0	0	0	0	0	6,809	44,500	(37,691)	15%
880,000 · Promotional Materials	6,715	12,776	5,262	8,000	8,586	4,237	0	0	0	0	0	0	45,576	91,100	(45,524)	50%
884,000 · Programming	28,901	12,032	15,688	25,097	6,444	11,665	7,362	0	0	0	0	0	107,219	159,810	(52,591)	67%
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	6,553	6,655	5,499	6,174	6,339	0	0	0	0	0	0	31,220	84,458	(53,238)	37%
960,000 · Board & Director Expense	37	711	77	119	49	471	0	0	0	0	0	0	1,464	3,800	(2,336)	39%
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	4,566	398	64	0	0	0	0	0	20,849	51,015	(30,166)	41%
969,000 · CE, Staff Development & Travel	1,616	4,732	351	3,697	2,420	1,201	150	0	0	0	0	0	14,167	27,435	(13,268)	52%
970,000 · Capital Expense 980.00	0	0	0	0	0	1,685	9,220	0	0	0	0	0	10,915	110,260	(99,345)	10%
982,000 · Collection Expense	8,851	11,757	54,942	20,505	18,108	26,025	11,209	0	0	0	0	0	151,397	281,474	(130,077)	54%
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 SBITA	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 SBITA	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	190,345	99,218	0	0	0	0	0	1,358,718	2,855,320	(1,496,602)	48%
Net Ordinary Income	1,095,088	427,513	284,673	(100,396)	(212,617)	(86,862)	(80,670)	0	0	0	0	0	1,326,709	(152,270)	1,478,979	
Other Income/Expense																
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
691,450 · OTHER FIN SOURCE - GASB96																

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

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.001 · Trans to Capital Imprv	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 · Trans to Cap Resv Fund	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%
999.025 · Carry from General Fund	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%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Income	1,095,088	427,513	284,573	(100,396)	(212,617)	(86,882)	(80,670)	0	0	0	0	0	1,326,709	(152,270)	1,478,979	

Chelsea District Library
Profit & Loss Prev Year Comparison
June 2026

	Jun 26	Jun 25	\$ Change
Ordinary Income/Expense			
Income			
402.000 • District Revenue	88,985.52	80,427.97	8,557.55
539.000 • State Grants	1,676.99	0.00	1,676.99
645.100 • Copiers & Printers	429.15	430.45	-1.30
665.000 • Bank Interest	35.25	30.40	4.85
665.100 • Investment Gains/Losses	9,218.74	5,879.83	3,338.91
669.000 • Investment Value Change	-657.13	2,082.62	-2,739.75
671.000 • Misc Income & Refunds	1,274.03	0.00	1,274.03
674.000 • Revenue Contribution & Donation	2,500.00	6,450.00	-3,950.00
Total Income	<u>103,462.55</u>	<u>95,301.27</u>	<u>8,161.28</u>
Gross Profit	103,462.55	95,301.27	8,161.28
Expense			
701.000 • Personnel Svcs Control Acct	119,458.63	103,448.05	16,010.58
727.000 • Supplies	1,024.71	369.95	654.76
731.000 • Other Svc - Postage	0.00	530.89	-530.89
732.000 • Supplies-Maintenance	50.25	242.57	-192.32
758.000 • FUEL - DIESEL	93.33	0.00	93.33
801.000 • Professional & Contractual Svcs	2,676.34	22,657.15	-19,980.81
802.000 • Admin-Fees & Misc Costs	40.00	42.80	-2.80
803.000 • Maintenance Service Contracts	13,498.64	10,249.48	3,249.16
850.000 • Telecommunications	941.79	2,039.93	-1,098.14
880.000 • Promotional Materials	4,237.30	2,116.84	2,120.46
884.000 • Programming	11,695.29	8,251.37	3,443.92
885.000 • Volunteer	0.00	7.29	-7.29
920.000 • Utilities	6,338.89	4,918.72	1,420.17
960.000 • Board & Director Expense	470.87	123.01	347.86
967.000 • Equipment	897.92	488.30	409.62
969.000 • CE, Staff Development & Travel	1,201.09	1,011.74	189.35
970.000 • Capital Expense 980.00	1,694.59	160.00	1,534.59
982.000 • Collection Expense	26,024.50	8,759.38	17,265.12
Total Expense	<u>190,344.14</u>	<u>165,417.47</u>	<u>24,926.67</u>
Net Ordinary Income	<u>-86,881.59</u>	<u>-70,116.20</u>	<u>-16,765.39</u>
Net Income	<u><u>-86,881.59</u></u>	<u><u>-70,116.20</u></u>	<u><u>-16,765.39</u></u>

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

June 30, 2026

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001			
Paypal Account	003.002	\$89,130.20	\$102,637.60	\$191,767.80
Cash on Hand		\$145.00	\$0.00	\$145.00
		<u>\$89,275.20</u>	<u>\$102,637.60</u>	<u>\$191,912.80</u>

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,873,222.18	9,218.74	\$1,882,440.92
MMF - Deposits and withdrawals	017.003	-\$200,000.00	-\$200,000.00	-\$200,000.00
Fixed Income Fund	017.004	\$1,536,046.28	-\$657.13	\$1,535,389.15
		<u>\$3,209,268.46</u>	<u>-\$191,438.39</u>	<u>\$3,217,830.07</u>

Investment Partners Total

Total General Fund

		<u>\$3,298,543.66</u>	<u>-\$88,800.79</u>	<u>\$3,409,742.87</u>
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8.1

Ameriprise June 30, 2026

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/25						\$2,069,052.93
01/31/26	\$2,069,052.93	\$600,000.00	\$4,746.10	-\$785.19	\$0.00	\$2,673,013.84
02/29/26	\$2,673,013.84	\$500,000.00	\$11,656.04	\$318.60	\$0.00	\$3,184,988.48
03/31/26	\$3,184,988.48	\$400,000.00	\$5,501.38	-\$2,339.47	\$0.00	\$3,588,150.39
04/30/26	\$3,588,150.39	\$0.00	\$11,288.73	-\$254.69	\$0.00	\$3,599,184.43
05/31/26	\$3,599,184.43	\$0.00	\$10,623.84	-\$539.81	-\$200,000.00	\$3,409,268.46
06/30/26	\$3,409,268.46	\$0.00	\$9,218.74	-\$657.13	-\$200,000.00	\$3,217,830.07
07/31/26	\$3,217,830.07	\$0.00	\$0.00	\$0.00	\$0.00	
08/31/26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
09/30/26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10/31/26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11/30/26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12/31/26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance YTD	\$2,069,052.93	\$1,500,000.00	\$53,034.83	-\$4,257.69	-\$400,000.00	
	YTD 017.003 + 017.004	(+) = In.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

*Should match Ameriprise Statement

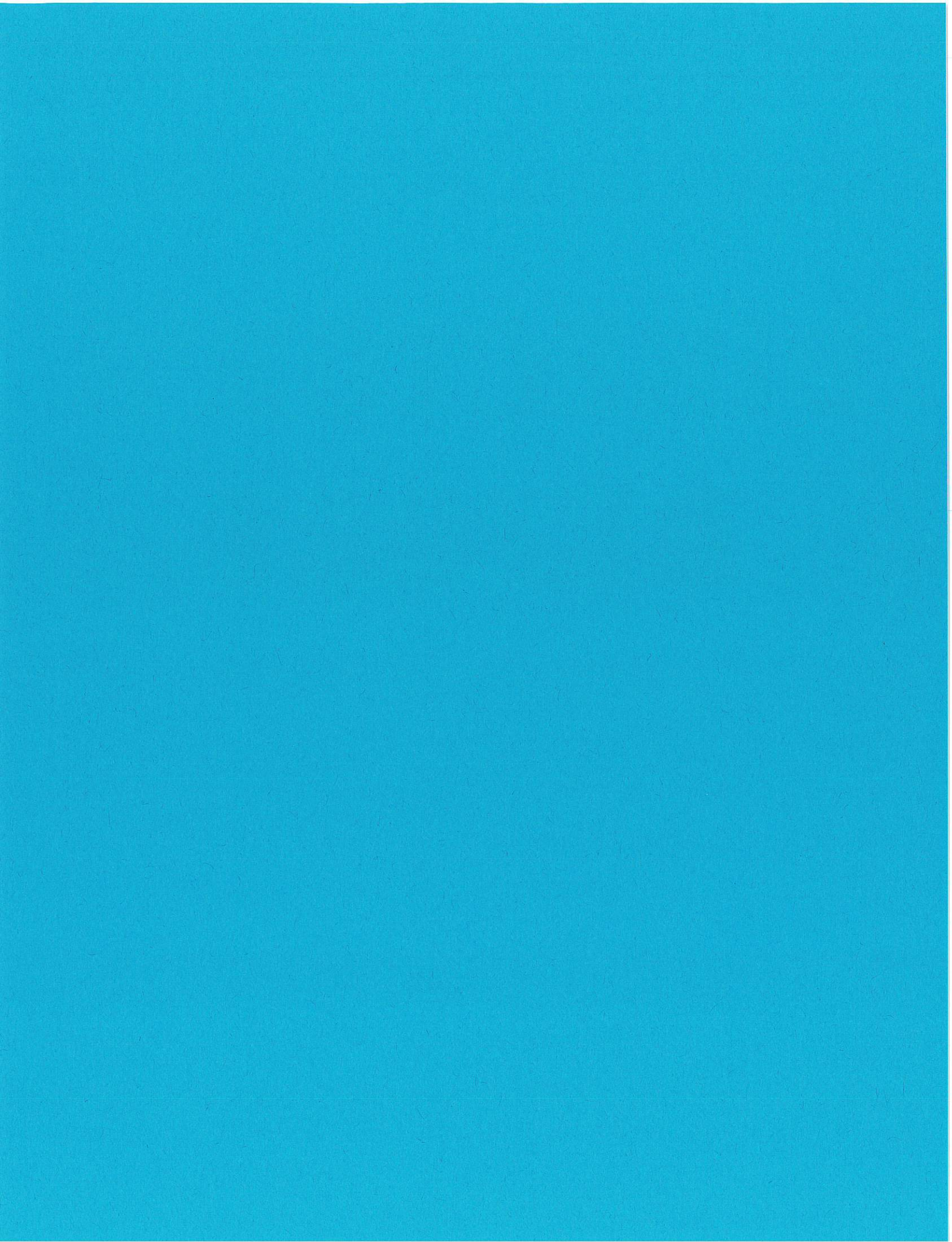
Balance of FY TAX funds at Ameriprise at 06/30/2026

\$

1,900,000.00

Projected Funds Transfers		
+ is into	- is out of	
MMF	Balance	
Transfers	in MMF	
		12/31/25
		01/31/26
\$600,000.00	\$600,000.00	02/29/26
\$500,000.00	\$1,100,000.00	03/31/26
\$400,000.00	\$1,500,000.00	04/30/26
(\$200,000.00)	\$1,300,000.00	05/31/26
(\$200,000.00)	\$1,100,000.00	06/30/26
(\$200,000.00)	\$900,000.00	07/31/26
(\$200,000.00)	\$700,000.00	08/31/26
(\$200,000.00)	\$500,000.00	09/30/26
(\$200,000.00)	\$300,000.00	10/31/26
(\$200,000.00)	\$100,000.00	11/30/26
(\$100,000.00)	\$0.00	12/31/26

DIRECTOR'S REPORT



Library Director's Report

Respectfully submitted for July 2026 board meeting

Staff Announcements

Staff Work Anniversaries in July

Library Aide Sharon Graganta celebrated her two-year anniversary on July 1.
Congrats, Sharon!

State of Michigan News

On July 3, the Michigan Legislature passed a bipartisan FY2027 budget. It is now on the desk of the governor for her signature. **The budget includes a \$500,000 increase in state aid to libraries, \$900,000 investment in MeL and MeLCat, and a protection of penal fine revenues for public libraries.**

2026 CDL Budget So Far

As of June 30, we are at midyear in our budget cycle (50% of the year is past). Looking over the numbers, here are some highlights:

- We have collected **99.7%** of our district revenue through real estate taxes.
- We have realized \$53,000 in investment income so far. If we keep this up, we will exceed \$100,000. .
- With half the year over, we are at **47.8%** in our personnel expense line.
- Unplanned for events have bumped our HVAC maintenance lines to **98.5%** (let's hope things are calmer for the remainder of the year!).
- We are at **58.2%** of expenses projected for 2026 for non-print collections and **49.8%** for print collection expenses.

Upcoming Events

- Music in the Air – August 1
- End of Summer Reading Party – July 22
- Teen Summer Reading Finale Party – July 24
- Teen Service Group Volunteer Party – August 7
- CommUNITY Picnic – Breakfast Edition – August 8 (in partnership with the Chelsea Area Chamber of Commerce)
- Find Waldo Party – August 12 (co-sponsored with Serendipity Books)

Dog Days of Summer

In August, CDL celebrates pets: dogs, cats, birds, iguanas, you name it – we are celebrating it! During the month, visitors are encouraged to get a limited time, very special library card for their pets. Other activities include:

- August 4– Blue Star Service Dogs visit CDL
- August 6 & 8– Our *Be Ingenious* program will mark the month with a class instructing people who would like to memorialize their pets that have passed in making a pet personalized wind chime to place in the library's Reading Garden.
- August 7 – Adult Therapy Dogs visit
- August 6– Book club featuring *Don't Look in the Freezer: The Very Strange Life of a Veterinarian's Wife*
- August 11- Communicating with Animals program with the Huron Valley Humane Society
- August 13 – Teen Summer Thursdays – create resin pet name tags
- August 14 – Stuffed Animal Sleepover

- August 14 – Read to Clarisse or Bella – the library dogs
- August 19 – Adopting Your First Pet

Strategic Plan 2024-28 Progress in June 2026

1.1 Provide a welcoming place for all

- Hosted All American Picnic and time capsule opening
- Hosted Summer Reading Kickoff on library lawn

1.2 Elevate the library as a location for community building

- Brought multiple demographics together to celebrate Chelsea history at the time capsule opening
- Hosted Chelsea Rotary Club's Rummage Sale on lawn (May 2)

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

- Virginia interviewed by The Sun Time News about the time capsule

Out and About: Meetings/Activities Attended June 2026

- Summer Reading Kickoff – June 5
- Friends Jewelry Sale – June 11
- Chamber pre-board meeting meeting – June 17
- Chamber board meeting - June 18
- All American Picnic & Time Capsule Opening – June 26
- Fireworks (Mobee, Pie Eating Contest & Scavenger Hunt) June 27
- Chelsea Rotary Club Presidents Party – June 30

Chelsea District Library
Assistant Director's Report
June 2026

Facility

HVAC- We had *four power outages/disruptions* in the 30 days from June 7- July 4:

#1- happened on a Sunday and caused our supply fans and hot water pumps to stop, requiring a weekend (double time) service call. JCI tells me this is most likely when one of the water pumps sustained damage to its transformer and motor contactor but it did not become obvious until later in the month when the pump would not come on.

#2- happened on June 20 and again caused the supply fans and remaining hot water pump to go off. I was able to restart the fans but not the pump, so a service was required. This is when the damage to one of the pumps was discovered.

#3- happened on June 25, resulting only in fan stoppage that I was able to restart.

#4- happened during the strong storm that blew through on July 3. The supply fans stopped once again and since I was out of town, I called on Brandon to come in and walked him through getting the fans on. There was no further damage to our HVAC system that I am aware of. *We will be contacting the City to inquire about possible compensation for these repairs.*

Just before these outages, the replacement of the condenser fan motor was completed.

Plumbing- our six backflow devices were tested and passed off in June.

Electrical- one of our front floodlights was damaged and we replaced it with one we had on hand. We also had to replace two emergency light ballasts due to the power outages in June.

Yard/landscaping- we had our second round of perimeter pest control, and the stump from the maple we had removed last fall was ground out. We will have our lawn contractor fill both the new and old stump scars with top soil and cover with grass seed soon. Several sprinkler heads were replaced and a new head was installed in the lawn adjacent to the garage.

Power washing- the pergola and gutters were cleaned but the window well is still in need of a good washing. Luckily that week of very hot weather turned out to be a good time to get wet for a couple of hours, or so Kerry tells me 😊.

Volunteers

In June we had 314.75 book sale hours and 273.75 non-book sale hours, for a total of 588.50 hours! The Friends jewelry sale and our annual Summer Reading Program kickoff resulted in another great volunteer month.

Respectfully submitted, Linda Ballard, Assistant Director

June Highlights

- June kicked off the Summer Reading Program. This year's theme is Unearth a Story, filled with dinosaurs, gemstones, archaeologists, and more. Our kickoff was June 5 and included our usual slew of activities, crafts, and games for children. We had between 750 and 800 people on the lawn. This was a wonderful full library effort, with staff members from all departments joining in to prep and run the event.
- Throughout June we offer 5-7 programs a week, with our regular Wild Wednesdays, Thrilling Thursdays, Lego Club, Mobee Park Stops and more. The idea is to have reliable events for families to keep their kids active and engaged through the summer months. This year, we've had stellar attendance with over 1300 teen and youth attendees total in the month of June.
- June was also the All American Picnic and Time Capsule opening! Librarians Laura and Catherine planned crafts, prizes, and live music for the event. Librarian Archivist Marissa assisted with the creation of a local history display.
- The last weekend of June included taking Mobee to the Chelsea Rotary Fireworks event! Library staff and volunteers helped plan and run the pie-eating contest. Mobee saw dozens of visitors and checked out books to children and adults alike, while families enjoyed our large yard games.

Outreach and Meetings

- June was the third and final book challenge committee meeting for the three book challenge filed in late March. Recommendations were submitted to Lori who then wrote to the patron with the decision.
- I met with Michelle Tuplin to discuss Neighbors Read and other partnership events with Serendipity Books.
- We met with JSTOR representatives and began a trial period for their archival database.
- I met with Shawn Personke and Paul Seelbach to discuss CDL hosting a series of classes on natural water resources in the Chelsea area. This would be in conjunction with the revival of additional parks in our district area, such as the Veterans Memorial Park.

Program Attendance

Intended Ages	# 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)
Early Literacy (approx. 0-5)	7	281						
Youth (approx. 6-12)	12	1034						
Teen (approx. 12-18)	6	73						
Adult	4	177						
General	1	400						
Outreach & Awareness (non-Mobee)	9	384						
Mobee Visits	21	362						
Ingenuity Engine (All Ages)	2	14						
Total Offerings	67	2725						

Ingenuity Engine One-One Appointment Stats

Number of Visits	40
Number of Unique Users	20

Reference, Collections, Deliveries, and Other

Services	June 26*
Reference Questions	2,350
CDL Delivers & Deposit Book Deliveries	25

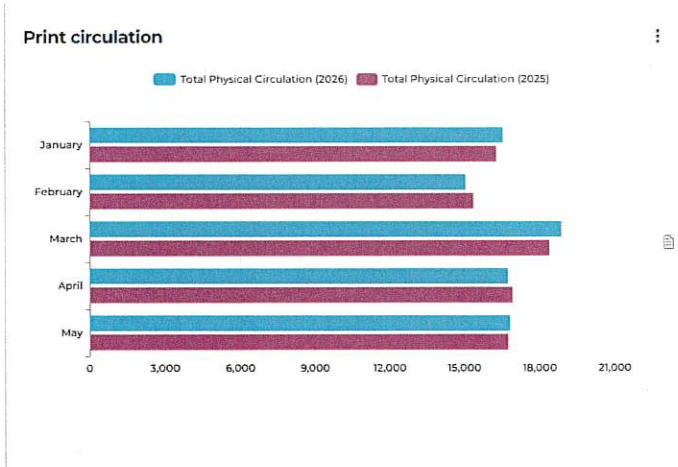
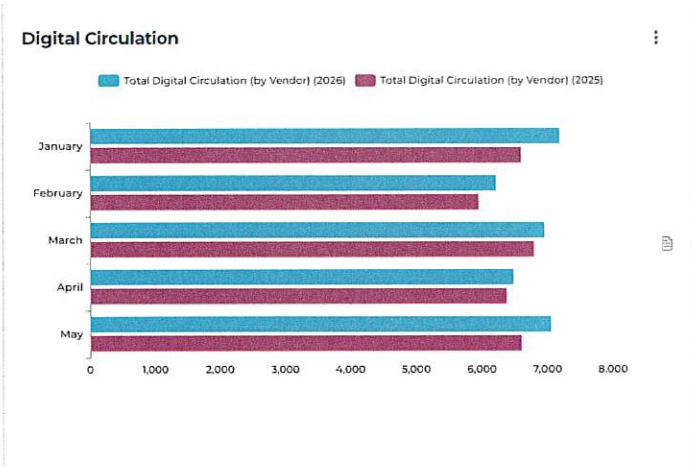
*The Library was closed on Friday, June 19th for the Juneteenth Holiday.

Collections

Physical Circulation has remained steady this calendar year compared to last, with a small increase.
Digital Circulation has increased by 5%:

Physical Circulation Year Over Year			
Metric	Jan 2026 - May 2026	Jan 2025 - May 2025	Difference
Total Physical Circulation	84,025	83,692	0%

Digital Circulation Year Over Year			
Metric	Jan 2026 - May 2026	Jan 2025 - May 2025	Difference
Total eMaterial Circulation	33,898	32,328	5%



Brandon's Board Report June

ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN
0	Website Sessions						
0	Website Users						
21589	AUDIO Downloads Total	3495	3188	3479	3584	4216	3627
13776	-- Audio: Overdrive	2304	2040	2296	2229	2482	2425
7813	-- Audio: Hoopla	1191	1148	1183	1355	1734	1202
4938	VIDEO Downloads Total	1035	942	1015	1042	452	452
4087	-- Video: Kanopy	860	832	900	912	312	271
851	-- Video: Hoopla	175	110	115	130	140	181
13206	EBook Downloads Total	2345	1905	2092	1892	2220	2752
10524	-- Ebook: Overdrive	1960	1608	1770	1595	1731	1860
2682	-- Ebook: Hoopla	385	297	322	297	489	892
39733	TOTAL Downloads	6875	6035	6586	6518	6888	6831

Repairs on Pc's & servers after 3 power outages in the last month.

Updated Router OS & tested connectivity on Mobie Book Mobile.

Updated all Envisionware products on Patron & Reference Desk Pc's

Installed new Anti-Virus software on all Staff PC's

July 20th Installing networking drop and running more ethernet cabling to Librarian's office.

Added additional Recovery software to all Patron PC's

Attended Microsoft AI training & Breaking up with big tech Webinar.

Continued Microsoft Monitoring & troubleshooting trainings in Pluralsight.

Building Windows 2019 Server to replace CDL-ENV01 & CDL-ENV00.

CIRCULATION COUNTS TOTAL COST AVERAGE COST YOUR COST CONSORTIUM BENEFIT

DATE	AUDIOBOOKS COUNT	BINGEPASSES COUNT	COMICS COUNT	EBOOKS COUNT	MOVIES COUNT	MUSIC COUNT	TELEVISION COUNT	TOTAL
Jan 2026	1158	13	55	317	78	33	97	1751
Feb 2026	1120	13	33	251	48	28	62	1555
Mar 2026	1155	18	45	259	57	28	58	1620
Apr 2026	1130	18	43	254	65	25	65	1600
May 2026	1165	20	48	273	93	35	41	1675
Jun 2026	1202	21	36	263	79	27	88	1716
Jul 2026	606	8	16	137	47	19	58	891
Totals	7536	111	276	1754	467	195	469	10808

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

Marketing & Outreach Overview:



What a month with the Summer Reading Program Kickoff and our All American Picnic and Time Capsule opening! With over 1000 attendees between the two events, we had wonderful exposure as a community gathering space. The All American Picnic audience included local and state government officials, as well as news coverage by [Bridge Michigan](#), [the Sun Times News](#), and [Chelsea Post](#). Here is a note I received from one of the attendees:

The love, hugs, neighbors we hadn't seen in awhile, community togetherness was overflowing. My daughters even saw their kindergarten teacher, Alexa O'Brien. It was a great night had by all.

My dad enjoyed every minute. We went thru the 3 envelopes and had some laughs, like my dad's paystub for 2 weeks from St Joe's Hospital was \$526! My transistor radio! Pictures of me with long hair and super cool (back then) eyewear. My grandkids got a good laugh with those! Pages from Tiger Beat magazine of Starsky & Hutch who my sister loved. And, a very sweet letter written by my mom to my younger sister and I....my sister passed in 2018 and mom in 2023.

In my grandpa Wally Wood's envelope was a signed letter from Jimmy Carter; apparently grandpa invited him to attend the Bicentennial celebration, and he graciously replied with regrets he could not but was keeping the date on his calendar in case he became available! Pretty cool.

While the overall numbers were impressive, it is the one-on-one personal connections like these expressed in the note that leave lasting impressions.

Outreach Overview:

One of our primary audiences for outreach is our retiree community. I am coordinating with Chelsea Senior Center to provide Library Connections Days monthly. These days are held at the same time as Everett staffs CSC's Tech Help Wednesdays. It involves bringing carts of books into the Senior Center and being available for members to get help connecting with online resources, getting/renewing library cards, learning about resources for the sight impaired. Last month, I connected patrons with LinkedIn Learning, Hoopla, and CDL Delivers.

In addition to these events at the Senior Center, Laura Brown and I piloted a similar initiative at Dancey House at Chelsea Retirement Community. We presented the various ways residents could access music, movies, eBooks, audiobooks, and more. Then we stayed to help residents set up their devices. We will present again in July.

It is our hope that by offering these in-person opportunities that we can help bridge the digital divide to connect seniors with all of the available library resources. Many of these resources help compensate for age-related illnesses and disabilities and allow patrons to stay connected with their library.

Technology Outreach:

Everett helped ten patrons with technology needs in June. The range of issues include help accessing & sending email, Kindle device help, Hoopla login, and social media access.

Internally, Everett continued work on an automated email system to help in his new role of activating and deactivating patron hotspots.

eNews Metrics:

We sent five weekly e-newsletters in June and saw 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
June	4	4,635	57%	16,739	8,986
Totals	26	4,635	Avg. 56.7%	107,103	57,997

Social Media Metrics:

Gita, the neighbor cat, didn't get top billing in June - instead it was the day digging up the time capsule that garnered 23,700 views, 198 likes, 8 comments, and 26 shares. Social media definitely played an integral role in driving up participation in the event and helped tracking down the families present for the 1976 time capsule burial.

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
June	4,152	2,951	133,200	1,271	101	11,200

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	Top Five Campaigns
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					Traffic
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
June	\$9,309	12,949	1,021	19%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Local History and Genealogy

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 and where the question was asked in Communico, not our drop-in events.

				Chelsea Update/				
Month	Print Newsletter	eNewsletter	Website	Social Media	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
June	37	15	23	0	2	13	37	127
2026 Totals								

Other miscellaneous duties:

- Worked Mobee shifts at Sounds & Sights, TimberTown, Silver Maples, and CRC
- Completed the 2025 Annual Report
- Proofread and organized fall newsletter content for graphic designer
- Coordinated graphic design for our annual Music in the Air program
- Participated on the team for requests for reconsideration.

Circulation Supervisor's Report

JUNE 2026

- Circulation 24618 in June
- Patron Count- 14135 for June
- Circulation by township- for June:
 - Dexter = 10% of total transactions
 - Lima = 12% of transactions
 - Lyndon = 11% of transactions
 - Sylvan = 18% of transactions
 - Chelsea = 36% of transactions
- June Circulation: 86% were items from Chelsea and 14% were inter-loaned items.

Libby = 5177 Hoopla = 1966 Kanopy = 290
- Registrations for June – 104 new cards; 7308 total card holders
 - *Dexter = 928 cards; Lima = 740 cards; Lyndon = 981 cards
 - *Sylvan = 1379 cards; Chelsea = 2678 cards; Nonresident = 602 cards
- Self-Check Machine for June - 2344 or 10% of total checkouts

June Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I did WTSW on 6/3.
- I attended the monthly Board meeting.
- I came in to empty the book drop on 6/19.
- I facilitated "fixing" the laminator.
- I organized food for the SRP kick-off volunteers.
- I read & participated in the request for reconsideration.
- I prepared & delivered Lisa's review.
- We received 169.5 tubs from TLN in June, with 8 being the daily average.
- We processed 71 MeLCat items for other libraries, and received 80 items for our patrons.
- We had 1630 unique patrons use the library.

Respectfully submitted,

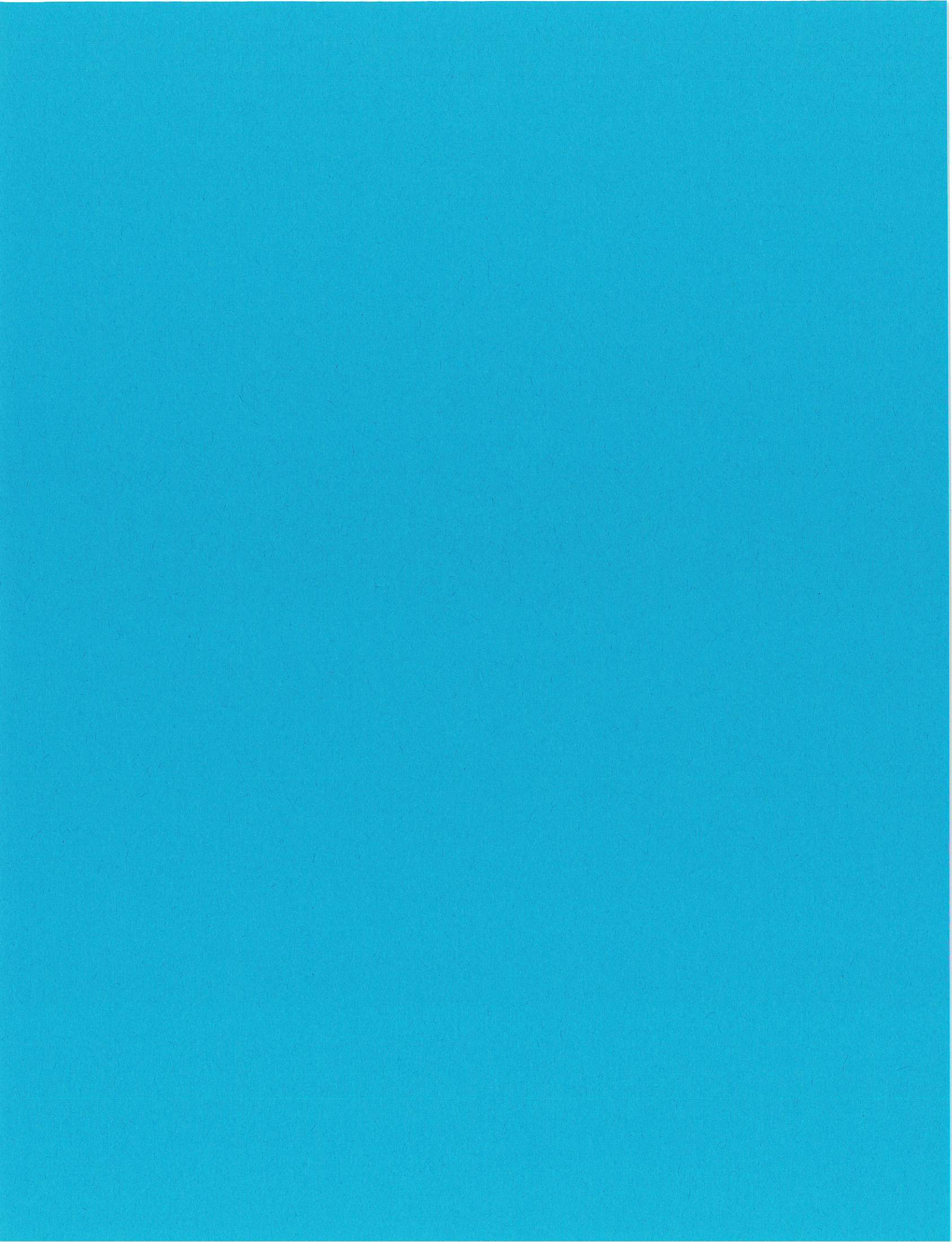
Amy Zoran
Head of Circulation

Chelsea District Library												
Monthly New Registration 2026												
New Registrations by Municipality												
District	NonRes	Other	Total	Grand Total	Chelsea	Dexter	Lima	Lyndon	Sylvan			
JAN	72	16	1	89	7298	31	7	10	20	4		
FEB	73	7	1	81	7316	26	7	7	12	21		
MAR	89	5	5	99	7215	39	7	9	14	20		
APR	58	4	3	65	7225	28	7	4	5	14		
MAY	60	5	7	72	7247	23	9	8	9	11		
JUN	96	5	3	104	7308	38	13	9	10	26		
JUL	0	0	0	0	0	0	0	0	0	0		
AUG	0	0	0	0	0	0	0	0	0	0		
SEP	0	0	0	0	0	0	0	0	0	0		
OCT	0	0	0	0	0	0	0	0	0	0		
NOV	0	0	0	0	0	0	0	0	0	0		
DEC	0	0	0	0	0	0	0	0	0	0		
Totals	448	42	20	510	43609	185	50	47	70	96		
Registered Card Holders												
2017	2018	2019	2020	2021	2022	2023	2024	2025	2026			
District	7837	7753	6361	6295	5135	5228	5931	6234	6746	6706		
Chelsea	3040	3006	2478	2490	2070	2105	2355	2475	2666	2678		
Dexter	1087	1101	884	874	697	710	820	862	928	928		
Lima	996	965	802	794	634	634	694	722	785	740		
Lyndon	1302	1255	1005	970	778	770	875	909	998	981		
Sylvan	1412	1426	1192	1167	956	1009	1187	1266	1369	1379		
NonRes	575	625	562	582	414	407	477	490	577	602		
Freedom	0	1	0	0	0	3	2	3	2	2		
Sharon	107	112	104	105	88	112	94	92	100	89		
Waterloo	249	268	252	245	195	186	211	215	240	229		
Grass Lake	37	36	22	21	4	7	21	21	32	44		
Other	182	192	184	211	127	122	149	159	203	238		
Totals	8412	9689	6923	6877	5549	5635	6408	6724	7323	7308		

Chelsea District Library 2026																	
Average Daily Circulation																	
	MON	TUES	WED	THUR	FRI	SAT	SUN	Total Charges		%Diff.							
								2026	2025			2026	2025				
JAN	719.25	606.5	558	651.6	598.6	380.75	476.75	25038	24363		3%						
FEB	687.25	695.5	591.5	393.75	674	384.6	559.75	22739	22639		0%						
MAR	706.8	709.25	637.75	657.5	671.75	561.6	695.4	28001	22769		23%						
APR	634.75	528	551.8	662.5	488.25	591.5	619	24581	23516		5%						
MAY	674.25	666.25	609.75	582.6	577.6	373.4	525	24570	22736		8%						
JUN	759.2	800.75	674.75	675.25	588.75	482	877	28616	25543		12%						
JUL	0	139.2	170.6	137.4	86.25	170	0	0	26349								
AUG	0	0	0	0	0	0	0	0	24600								
SEP	0	0	0	0	0	0	0	0	23450								
OCT	0	0	0	0	0	0	0	0	23373								
NOV	0	0	0	0	0	0	0	0	22717								
DEC	0	0	0	0	0	0	0	0	23130								
Total								153545	285185								
Month Avg										8%							
Self-service check outs																	
	2025	2026	per Day		% of Charges			Total				hoopla		Kanopy			
	Totals	Totals	Days	Days	per	of	Charges	Items	Added	Items	Total	2026	2025	2026	2025		
JAN	1289	1216	29	42	5%	5%		846	72,273			5124	4851	325	292		
FEB	1187	1154	26	44	5%	5%		711	72,028			4480	4296	197	293		
MAR	1090	1874	31	60	7%	7%		794	72,205			5046	4926	309	311		
APR	1313	1231	30	41	5%	5%		744	71,281			4706	4701	198	259		
MAY	1285	1613	29	56	7%	7%		534	71,405			5082	4878	312	284		
JUN	1665	2344	29	81	8%	8%		676	71,197			5177	4881	290	324		
JUL	1560	0		0	0%	0%		0	0			0	4904	0	541		
AUG	1289	0		0	0%	0%		0	0			0	4801	0	450		
SEP	1087	0		0	0%	0%		0	0			0	4535	0	283		
OCT	817	0		0	0%	0%		0	0			0	4555	0	395		
NOV	874	0		0	0%	0%		0	0			0	4318	0	340		
DEC	871	0		0	0%	0%		0	0			0	4504	0	359		
Total	14327	9432			6%			4,305	430,389			29615	56150	1631	4131		
Month Avg												6%		1243		1873	

				2026				
	All Items circled at Chel, E-items, other TLN	Chel Items circled at Chel, E-items	% Chel Items circled at Chel	Other Items circled at Chel	% other items circled at Chel	Chel items charged/renewed in TLN	Chel items circled other libraries	Chel items circled + TLN items + E- items
JAN	25038	21169	85%	3869	15%	25006	3837	28875
FEB	22739	18988	84%	3751	16%	21339	2351	25090
MAR	28001	23684	85%	4317	15%	26173	2489	30490
APR	24581	20992	85%	3589	15%	23443	2451	27032
MAY	24570	21232	86%	3338	14%	23777	2545	27115
JUN	28616	24618	86%	3998	14%	26983	2365	30981
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	153545	130683		22862		146721	16038	169583
Month Avg	25591	21781	85%	3810	15%	24454	2673	28264
		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	8448	11830	839					
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	51083	56366	3307					
Month Avg	8514	9394	551					

ACTION ITEMS



Date _____

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 21, 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 News* and *The Chelsea Post* prior to the August 18, 2026 budget hearing.

Action:

The Chelsea District Library Board of Trustees approves the Budget Hearing Notice, which will be published in *The Sun Times News* and *The Chelsea Post*, in order to alert the public to the August 18, 2026 Budget Hearing for the Chelsea District Library's 2027 Budget.

Janice L. Carr, Board Secretary

Date

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

BOARD OF TRUSTEES OF THE
CHELSEA DISTRICT LIBRARY
RESOLUTION NO. 2026-07-21

RESOLUTION APPROVING BUDGET HEARING AND NOTIFICATION

Minutes of a regular meeting of the Board of Trustees of the Chelsea District Library, County of Washtenaw, State of Michigan, held in the McKune Meeting Room at the Library on the 21st day of July, 2026 at Six forty-five, p.m., prevailing Eastern Time.

PRESENT: Wendy Reinhardt, Aditi Fox, Jan Carr, Bob Swistock, & Patricia Garcia.

ABSENT: Claire Sandler & TJ Helfferich.

The following preamble and resolution were offered by Trustee Bob Swistock and supported by Trustee Aditi Fox:

WHEREAS, in accordance with the Truth in Budgeting Act, there will be presented to the Board of Trustees of the Chelsea District Library (the "Library") on August 18, 2026 the proposed budget for fiscal year 2027; and

WHEREAS, the notice of hearing on the budget is to include the following statement printed in 11-point bold-faced type:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Library Board hereby directs its Library Director to schedule the 2027 Budget Hearing for Tuesday, August 18, 2026; and
2. The Library Board hereby directs its Library Director to arrange for publication of Notice of Hearing in *The Sun Times News* and *The Chelsea Post* for their July 29th publication date.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: 5 Trustees: Wendy Reinhardt, Aditi Fox, Jan Carr, Bob Swistock, & Patricia Garcia.

NAYS: 0 Trustees:

RESOLUTION DECLARED ADOPTED.

Janice L. Carr, Secretary
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Chelsea District Library, County of Washtenaw, Michigan, at a regular meeting held on the 21st day of July, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Janice L. Carr, Secretary
Board of Trustees
Chelsea District Library
County of Washtenaw
State of Michigan

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 21, 2026 Board Meeting

Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records

Background:

The Policy Committee reviewed and revised policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records, which were reviewed by the full Board in June.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Policy 210 Refunds and 230 Confidentiality: Disclosure of Library Records..

Janice L. Carr, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section 2. Circulation

Board Approval Date: September 18, 2012

Revised: 2/19/2019, 7/21/2026

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.

Janice L. Carr, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 2. Circulation

Board Approval Date: September 18, 2012

Revised: 6/18/2019, 2/16/2021, 7/21/2026

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, 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, email, 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

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 21, 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. This recommendation was discussed in June.

Action:

The Chelsea District Library Board of Trustees approves the recommendation to retire Policy 560 Construction Management.

Janice L. Carr, Board Secretary

Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 21, 2026 Board Meeting

Chelsea District Library Director Succession Plan

Discussion:

The Director Oversight Committee shared their Director Succession Plan with the full Board in June. There was a question whether the Board needed to approve the plan or if it acted more as a Board Practice Statement, but the library's attorney has since instructed that the succession plan should be a signed document.

Action:

The Chelsea District Library Board of Trustees approves the Director Oversight Committee's Chelsea District Library Director Succession Plan.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet July 21, 2026 Meeting

Policy 555 Credit Card Policy

Background:

The Policy Committee has reviewed and revised policy 555 Credit Card Policy, which is now ready for full Board review.

**Chelsea District Library
Policy & Procedure**

Policy Section: 5. Budget & Finance

Board Approval Date: January 8, 2010

Revised: 6/20/2017, 2/19/2019, 9/20/2022

x/xx/xxx

Subject: 555 Credit Card Policy

Background: The Chelsea District Library (CDL) **credit card** is intended for online purchasing or **local vendor** purchasing **where** no account is established or **available**..

Policy: The purpose of this policy is to establish clear guidelines governing the issuance, use, documentation, and oversight of institutional credit cards, to ensure responsible stewardship of public funds, and compliance with applicable laws and auditing standards..

Procedure: Only managers are eligible to receive a CDL credit card for the purpose of conducting library business..

The Chelsea District Library (CDL) credit card may not be used for personal expenses or to obtain cash advances, bank checks, or electronic cash transfers for expenses other than those incurred by the assigned manager named on the card. Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for a manager's personal expenses, CDL reserves the right to recover those monies from the individual responsible for the purchase.

The CDL credit card has a defined limit. It is the responsibility of each user to determine the balance on the card before making a purchase. If an additional purchase would overdraw the credit card, the user should not make the purchase and should explore alternate options for payment.

CDL credit card expenditures must be reconciled and submitted with original receipts to administration within five business days of the statement date. Managers who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and other actions as appropriate.

If card expenditures are not reconciled and submitted within a month of the statement date or an acceptable explanation has not been received by the administration, the manager's credit card will be canceled. Lost or stolen cards must be reported immediately to administration.

Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

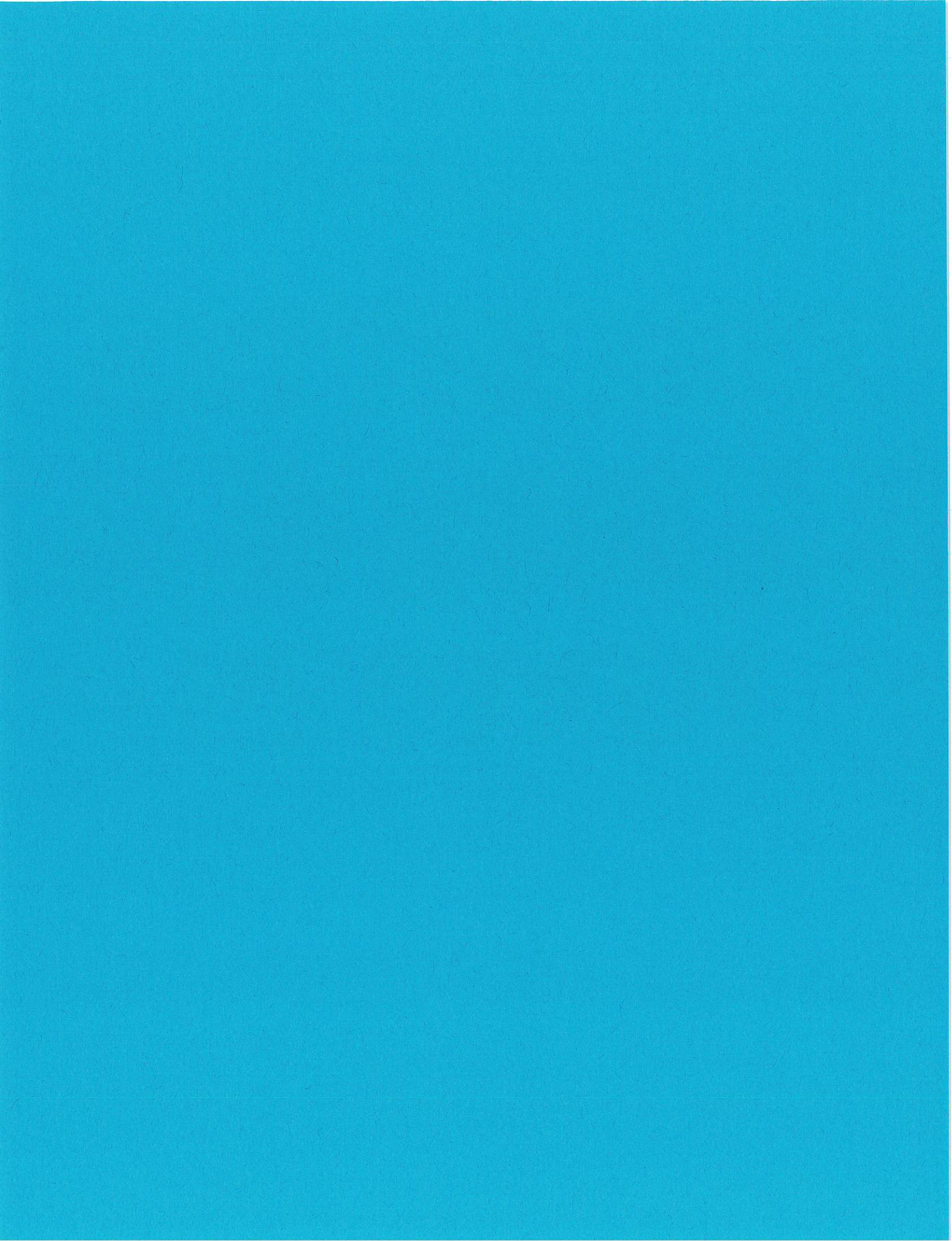
Library Board Fact Sheet July 21, 2026 Board Meeting

Public Participation

Discussion:

The library's attorney has recommended the Board revise the Public Participation that appears in the packet each month on the back of the Agenda.

COMMITTEE INFO & MINUTES



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

Governance

Appendix #3

Approved: January 15, 2026

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

Janice L. Carr

1-15-26

Janice L. Carr, Board Secretary

Date

CDL POLICY COMMITTEE MEETING JULY 7, 2026

MINUTES

Present: Aditi Fox, Claire Sandler, Jan Carr

The following policies were reviewed and/or revised.

#555 CREDIT CARD POLICY was given final review and will proceed to July board for Action.

#440 EMERGENCY PROCEDURES was reviewed and will go to the July board as Discussion

Other policies for review?

#140 FOIA? Awaiting input/response from attorney.

#441 Inclement Weather/Emergency closings 2019 - management has reviewed. Policy will review for August.

#410 CHILD SAFETY – was merged into #430 Patron Behavior Policy 2018 . Policy will review #430 for August.

#420 Signs 2017 - management has reviewed. Will be folded into #422 DISPLAY AND SOLICITATION IN THE LIBRARY 2025. Policy will review #422 in August.

Next meeting scheduled for August 4, 2026 9am

Submitted: Janice Carr, Chair

