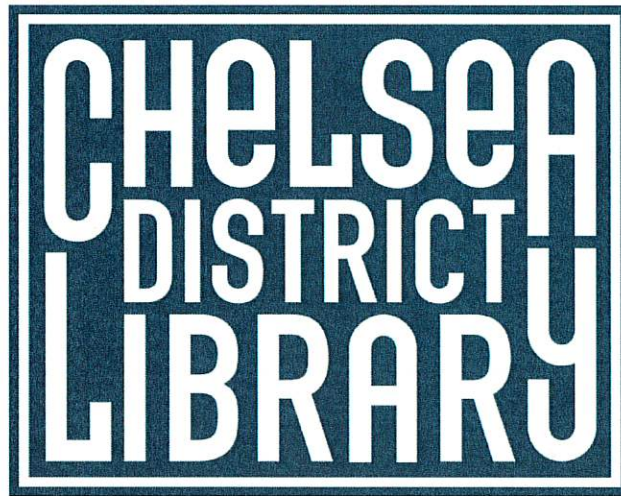


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**August 18, 2026
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, August 18, 2026—6:45 p.m.

McKune Room

AGENDA

6:45 Budget Hearing

Welcome and Call to Order
Board Review of 2027 Budget
Public Comment
Adjournment

7:15 Board Meeting

Welcome and Call to Order
Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

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

7:30 Public Comment

7:35 Action Items

1. Donations
2. Policy 555 Credit Card

7:40 Discussion Items

1. Policies: 440 Emergency Procedures and 441 Inclement Weather
2. Retirement of 420 Signs Policy

7:50 Reports

Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Community Outreach Committee

7:55 Communications

8:00 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

Revised July 16, 2024

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

Tuesday, July 21, 2026 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich & C. Sandler.

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 6:45 p.m.

Consent Agenda

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

All Ayes: 5-0

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Explained highlighted portion of her printed report.
- Shared attorney feedback about posting positions.
- Linda is contacting the city regarding compensation for damaged equipment due to the power outages.
- Detroit Book Fair went fantastic; big thanks to the Friends for all the donated books!
- S. Powers spoke about recent Requests for Reconsideration and the outcomes.

Friends Report Update:

- Friends are taking nominations for Friend of the Year.
- Sold a large Oxford dictionary set.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Fox, SECONDED by J. Carr to approve the June donations.
Discussion: None

All Ayes 5-0

Action Item #2: Budget Hearing Notice

MOTION made by B. Swistock, SECONDED by A. Fox to approve the publication of the Budget Hearing Notice, advertising the 2027 Budget Hearing on August 18, preceding the regular Board Meeting. Discussion: None

All Ayes 5-0

Action Item #3: Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records

MOTION made by A. Fox, SECONDED by B. Swistock to approve the revisions to policies 210 and 230. Discussion: None

All Ayes 5-0

Action Item #4: Retiring Policy 560 Construction Management

MOTION made by A. Fox, SECONDED by P. Garcia to approve the retirement of policy 560. Discussion: Lori shared that even retired policies need to be retained, so it's still part of policy record, even though it's not active.

All Ayes 5-0

Action Item #5: Succession Plan

MOTION made by J. Carr, SECONDED by B. Swistock to approve the CDL Director Succession Plan, as formulated by the Director Oversight Committee. Discussion: None

All Ayes 5-0

Discussion Item #1: Policy 555 Credit Card Policy

J. Carr went over the revisions recommended by the Policy Committee. The formatting was standardized and the credit limit was taken out for future flexibility.

Discussion Item #2: Public Participation

The library's attorney has recommended that patron presentations should solely be in Public Comment. This will affect policy 151 Public Participation and since it is a Governance Policy, the Governance Committee will review it before the Policy Committee.

Committee Reports:

Policy Committee – L. Coryell gave attorney FOIA recommendations to J. Carr and suggested using the attorney crafted policy.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee – P. Garcia shared that there's a new bookstore, Enchanted Depot, opening in Lima Township on Jackson Road and that they are hoping to partner with CDL.

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 7:41 p.m.

All Ayes, 5-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

11:56 AM
08/07/26

Chelsea District Library
Monthly Check Register
July 2026

Type	Numb	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...		07/31/2026	Costco Anywhere Visa	QuickBooks generated zero amount transacti...	001.001 · CSB/Operations Chec...		0.00
Bill	112007369621	07/29/2026	Costco Anywhere Visa	MEMBER 112007369621 - BATTERIES - USE ...	202.001 · Accounts Payable	0.00	-29.98
TOTAL						0.00	-29.98
Ch...		07/31/2026		Service Charge	001.001 · CSB/Operations Chec...		-10.00
TOTAL				Service Charge	802.100 · Admin-Fees Bank	-10.00	10.00
Bill...	30498	07/08/2026	A Production Cleaning...	16979 - CLEANING 06/21/26 - 07/04/26	001.001 · CSB/Operations Chec...		-1,750.00
Bill	16979	07/07/2026		CLEANING 06/21/26 - 07/04/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30499	07/08/2026	ABSOPURE		001.001 · CSB/Operations Chec...		-54.39
Bill	32006701	07/07/2026		COOLER RENTAL 06/24 - 07/21/26 (14 DAY C...	727.100 · Supplies - General Op	-6.49	6.49
Bill	85164916	07/07/2026		06/29 BOTTLED WATER AND DELIVERY	727.100 · Supplies - General Op	-47.90	47.90
TOTAL						-54.39	54.39
Bill...	30500	07/08/2026	Amazon Capital Servc...		001.001 · CSB/Operations Chec...		-199.95
Bill	1KW3-PGMMK-VJNR	07/07/2026		NITRILE GLOVES	729.200 · Supplies-Cleaning Sup	-44.99	44.99
Bill	1TDJ-DVNT-Y83H	07/08/2026		GENERAL YOUTH PROGRAMS	884.222 · General Youth Programs	-18.76	18.76
				TECH PROGRAM SUPPLIES	884.602 · Technology Programs -...	-29.76	29.76
				TEEN SRP	884.277 · Teen Summer Reading	-19.98	19.98
Bill	1XCW-GJWN-Y7LV	07/08/2026		Non-Traditional Collections	982.430 · Non-Traditional Collecti...	-23.99	23.99
Bill	1LJO-PDHW-TK64	07/08/2026		GENERAL YOUTH PROGRAMS	884.222 · General Youth Programs	-45.13	45.13
				COPY PAPER	884.226 · Summer Reading	-17.34	17.34
TOTAL						-199.95	199.95
Bill...	30501	07/08/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 07/10/26	001.001 · CSB/Operations Chec...		-961.54
Bill	260710	07/07/2026		2026 - BOOKKEEPING TO 07/10/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30502	07/08/2026	Blue Care Network of ...	2026 - GROUP 00277068 SUBGROUP 0002 - C...	001.001 · CSB/Operations Chec...		-3,924.05

11:56 AM
08/07/26

Chelsea District Library
Monthly Check Register
July 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	261880042390	07/09/2026		AUG HEALTH INSURANCE COVERAGE, AU...	710.200 · Per Svcs-Fringe Flex Ben	-3,924.05	3,924.05
TOTAL						-3,924.05	3,924.05
Bill...	30503	07/08/2026	BOONE AND DARR	INVOICE 08198, CUST 20068	001.001 · CSB/Operations Chec...	-320.00	-320.00
Bill	08198	07/07/2026		BACKFLOW TESTING (6 DEVICES)	803.710 · Backflow Connection In...	-320.00	320.00
TOTAL						-320.00	320.00
Bill...	30504	07/08/2026	Coryell, Lori	IN-SERVICE SUPPLIES	001.001 · CSB/Operations Chec...	-150.00	-150.00
Bill	26-1075-LC	07/07/2026		HEALTH STIPEND (JAN - JUN, 6 MO AT \$25 P...	969.620 · Staff In-Service & Appt...	-150.00	150.00
TOTAL						-150.00	150.00
Bill...	30505	07/08/2026	Dexter District Library	1/2 OF BOOK PAGE SUBSCRIPTION (SPLIT ...	001.001 · CSB/Operations Chec...	-219.00	-219.00
Bill	2026-101	07/08/2026		1/2 OF BOOK PAGE SUBSCRIPTION	982.610 · Annual Reference	-219.00	219.00
TOTAL						-219.00	219.00
Bill...	30506	07/08/2026	Giacopuzzi, Jacopo	ACH - Music in the Air 2026 - \$3250.00 FINAL ...	001.001 · CSB/Operations Chec...	-3,250.00	-3,250.00
Bill	26-0337-SP	07/08/2026		MIA26 - \$3250.00 FINAL PAYMENT - BAL DUE...	884.962 · Music in the Air - Restrli...	-3,250.00	3,250.00
TOTAL						-3,250.00	3,250.00
Bill...	30507	07/08/2026	Great Lakes Ace Hard...	2026 - INV 19905/154 - ACCT 200379	001.001 · CSB/Operations Chec...	-27.53	-27.53
Bill	19905/154	07/07/2026		PLUNGER AND NITRILE GLOVES	732.300 · Supplies-MNT-General	-27.53	27.53
TOTAL						-27.53	27.53
Bill...	30508	07/08/2026	HURON VALLEY HUM...	HSHV PET MONTH PROGRAM	001.001 · CSB/Operations Chec...	-75.00	-75.00
Bill	CDL81126	06/09/2026		HSHV PET MONTH PROGRAM	884.212 · General Youth Programs	-75.00	75.00
TOTAL						-75.00	75.00
Bill...	30509	07/08/2026	Ingram Library Services		001.001 · CSB/Operations Chec...	-4,296.57	-4,296.57
Bill	97312223	07/09/2026		Youth Print General	982.760 · Youth Print General	-9.68	9.68

Chelsea District Library
Monthly Check Register
July 2026

11:56 AM
08/07/26

Type	Numb	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97312229	07/09/2026		• Youth Print General	982.760 • Youth Print General	-10.79	10.79
Bill	97312228	07/09/2026		• Youth Print General	982.760 • Youth Print General	-10.79	10.79
Bill	97312235	07/09/2026		• Youth Print General	982.760 • Youth Print General	-10.76	10.76
Bill	97312238	07/09/2026		• Youth Print General	982.760 • Youth Print General	-11.30	11.30
Bill	97366670	07/09/2026		• Adult Print General	982.720 • Adult Print General	-225.82	225.82
Bill	97366665	07/09/2026		• Adult Print General	982.720 • Adult Print General	-17.55	17.55
Bill	97366669	07/09/2026		• Adult Print General	982.720 • Adult Print General	-17.24	17.24
Bill	97366666	07/09/2026		• Adult Print General	982.720 • Adult Print General	-20.06	20.06
Bill	97366672	07/09/2026		• Youth Print General	982.760 • Youth Print General	-69.48	69.48
Bill	97366671	07/09/2026		• Youth Print General	982.760 • Youth Print General	-201.91	201.91
Bill	97366667	07/09/2026		• Youth Print General	982.760 • Youth Print General	-11.84	11.84
Bill	97366664	07/09/2026		• Youth Print General	982.760 • Youth Print General	-10.55	10.55
Bill	97366668	07/09/2026		• Youth Print General	982.760 • Youth Print General	-11.84	11.84
Bill	97366673	07/09/2026		• Youth Print General	982.760 • Youth Print General	-11.30	11.30
Bill	97366674	07/09/2026		• Adult Print General	982.720 • Adult Print General	-17.25	17.25
Bill	97366676	07/09/2026		• Adult Print General	982.720 • Adult Print General	-18.33	18.33
Bill	97366677	07/09/2026		• Mobile CDL - Adult	982.721 • Mobile CDL - Adult	-17.25	17.25
Bill	97366679	07/09/2026		• Adult Print General	982.720 • Adult Print General	-16.71	16.71
Bill	97366675	07/09/2026		• Adult Print General	982.720 • Adult Print General	-16.16	16.16
Bill	97366680	07/09/2026		• Youth Print General	982.760 • Youth Print General	-15.05	15.05
Bill	97366681	07/09/2026		• Youth Print General	982.760 • Youth Print General	-20.60	20.60
Bill	97366686	07/09/2026		• Youth Print General	982.760 • Youth Print General	-23.12	23.12
Bill	97366683	07/09/2026		• Youth Print General	982.760 • Youth Print General	-10.76	10.76
Bill	97366688	07/09/2026		• Adult Print General	982.720 • Adult Print General	-259.90	259.90
Bill	97366684	07/09/2026		• Adult Print General	982.720 • Adult Print General	-13.81	13.81
Bill	97366685	07/09/2026		• Adult Print General	982.720 • Adult Print General	-33.17	33.17
Bill	97366682	07/09/2026		• Adult Print General	982.720 • Adult Print General	-44.10	44.10
Bill	97366689	07/09/2026		• Adult Print General	982.720 • Adult Print General	-16.17	16.17
Bill	97421110	07/09/2026		• Youth Print General	982.760 • Youth Print General	-11.98	11.98
Bill	97421113	07/09/2026		• Summer Reading	884.226 • Summer Reading	-39.13	39.13
Bill	97421109	07/09/2026		• Youth Print General	982.760 • Youth Print General	-14.38	14.38
Bill	97421111	07/09/2026		• Summer Reading	884.226 • Summer Reading	-16.75	16.75
Bill	97421112	07/09/2026		• Summer Reading	884.226 • Summer Reading	-11.15	11.15
Bill	97421118	07/09/2026		• Youth Print General	982.760 • Youth Print General	-23.62	23.62
Bill	97421119	07/09/2026		• Adult Print General	982.720 • Adult Print General	-31.05	31.05
Bill	97421120	07/09/2026		• Adult Print General	982.720 • Adult Print General	-120.21	120.21
Bill	97421115	07/09/2026		• Adult Print General	982.720 • Adult Print General	-32.38	32.38
Bill	97421117	07/09/2026		• Adult Print General	982.720 • Adult Print General	-46.88	46.88
Bill	97421121	07/09/2026		• Adult Large Print	982.720 • Adult Large Print	-24.99	24.99
Bill	97421116	07/09/2026		• Adult Ref.	982.730 • Adult Ref.	-15.70	15.70
Bill	97421114	07/09/2026		• Adult Print General	982.720 • Adult Print General	-21.89	21.89
Bill	97441384	07/09/2026		• Adult Print General	982.720 • Adult Print General	-20.98	20.98
Bill	97441395	07/09/2026		• Adult Print General	982.720 • Adult Print General	-44.97	44.97
Bill	97441392	07/09/2026		• Adult Print General	982.720 • Adult Print General	-17.24	17.24
Bill	97441389	07/09/2026		• Adult Print General	982.720 • Adult Print General	-19.95	19.95
Bill	97441394	07/09/2026		• Multiple Book Copies	982.740 • Multiple Book Copies	-39.90	39.90
Bill	97441385	07/09/2026		• Adult Print General	982.720 • Adult Print General	-16.71	16.71
Bill	97441385	07/09/2026		• Adult Print General	982.720 • Adult Print General	-98.65	98.65

Chelsea District Library
Monthly Check Register
July 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97441393	07/09/2026	Mobile CDL - Adult		982 721 · Mobile CDL - Adult	-54.86	54.86
Bill	97441396	07/09/2026	Adult Print General		982 720 · Adult Print General	-31.84	31.84
Bill	97441388	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.16	16.16
Bill	97441387	07/09/2026	Adult Print General		982 720 · Adult Print General	-14.45	14.45
Bill	97441386	07/09/2026	Adult Large Print		982 710 · Adult Large Print	-21.90	21.90
Bill	97441391	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.70	16.70
Bill	97441390	07/09/2026	Youth Print General		982 760 · Youth Print General	-23.14	23.14
Bill	97453560	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.71	16.71
Bill	97453559	07/09/2026	Adult Print General		982 720 · Adult Print General	-91.70	91.70
Bill	97453561	07/09/2026	Youth Print General		982 760 · Youth Print General	-9.68	9.68
Bill	97453562	07/09/2026	Youth Print General		982 760 · Youth Print General	-15.18	15.18
Bill	97453564	07/09/2026	Youth Print General		982 760 · Youth Print General	-26.38	26.38
Bill	97465532	07/09/2026	Youth Print General		982 760 · Youth Print General	-226.48	226.48
Bill	97465533	07/09/2026	Youth Print General		982 760 · Youth Print General	-13.04	13.04
Bill	97465534	07/09/2026	Adult Print General		982 720 · Adult Print General	-35.04	35.04
Bill	97465536	07/09/2026	Adult Print General		982 720 · Adult Print General	-36.09	36.09
Bill	97465538	07/09/2026	Adult Print General		982 720 · Adult Print General	-31.85	31.85
Bill	97465531	07/09/2026	Adult Print General		982 720 · Adult Print General	-17.82	17.82
Bill	97465535	07/09/2026	Mobile CDL - Adult		982 721 · Mobile CDL - Adult	-17.25	17.25
Bill	97465539	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.20	16.20
Bill	97465537	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.20	16.20
Bill	97465540	07/09/2026	Adult Ref.		982 730 · Adult Ref.	-27.00	27.00
Bill	97453563	07/09/2026	Adult Print General		982 720 · Adult Print General	-156.33	156.33
Bill	97512757	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.17	16.17
Bill	97512758	07/09/2026	Adult Print General		982 720 · Adult Print General	-32.55	32.55
Bill	97512759	07/09/2026	Adult Print General		982 720 · Adult Print General	-60.73	60.73
Bill	97512764	07/09/2026	Mobile CDL - Adult		982 721 · Mobile CDL - Adult	-39.77	39.77
Bill	97512770	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.20	16.20
Bill	97512765	07/09/2026	Adult Print General		982 720 · Adult Print General	-51.74	51.74
Bill	97512760	07/09/2026	Adult Print General		982 720 · Adult Print General	-57.14	57.14
Bill	97512768	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.19	16.19
Bill	97512766	07/09/2026	Adult Print General		982 720 · Adult Print General	-19.95	19.95
Bill	97512761	07/09/2026	Adult Large Print		982 710 · Adult Large Print	-44.42	44.42
Bill	97512762	07/09/2026	Adult Print General		982 720 · Adult Print General	-18.33	18.33
Bill	97512769	07/09/2026	Adult Large Print		982 710 · Adult Large Print	-21.90	21.90
Bill	97512763	07/09/2026	Adult Print General		982 720 · Adult Print General	-34.50	34.50
Bill	97512767	07/09/2026	Youth Print General		982 760 · Youth Print General	-10.50	10.50
Bill	97512771	07/09/2026	Adult Print General		982 720 · Adult Print General	-12.17	12.17
Bill	97512773	07/09/2026	Adult Print General		982 720 · Adult Print General	-16.71	16.71
Bill	97512772	07/09/2026	Adult Print General		982 720 · Adult Print General	-17.25	17.25
Bill	97538080	07/09/2026	Youth Print General		982 760 · Youth Print General	-63.93	63.93
Bill	97538081	07/09/2026	Youth Print General		982 760 · Youth Print General	-7.99	7.99
Bill	97538083	07/09/2026	Youth Reading Group		884 230 · Youth Reading Group	-106.78	106.78
Bill	97538082	07/09/2026	Youth Print General		982 760 · Youth Print General	-7.99	7.99
Bill	97538084	07/09/2026	SRP Supplies		884 127 · SRP Supplies	-11.78	11.78
Bill	97538085	07/09/2026	Adult Print General		982 720 · Adult Print General	-18.32	18.32
Bill	97538086	07/09/2026	Youth Print General		982 760 · Youth Print General	-6.39	6.39
Bill	97584144	07/09/2026	Adult Print General		982 720 · Adult Print General	-43.47	43.47
Bill	97584149	07/09/2026	Adult Print General		982 720 · Adult Print General	-34.01	34.01

Chelsea District Library
Monthly Check Register
July 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97584148	07/09/2026		• Adult Print General	982 720 • Adult Print General	-47.56	47.56
Bill	97584150	07/09/2026		• Adult Print General	982 720 • Adult Print General	-39.25	39.25
Bill	97584152	07/09/2026		• Adult Print General	982 720 • Adult Print General	-12.59	12.59
Bill	97584151	07/09/2026		• Adult Print General	982 720 • Adult Print General	-26.10	26.10
Bill	97584145	07/09/2026		• Adult Print General	982 720 • Adult Print General	-25.84	25.84
Bill	97629116	07/09/2026		• Adult Print General	982 720 • Adult Print General	-130.84	130.84
Bill	97629113	07/09/2026		• Adult Print General	982 720 • Adult Print General	-29.84	29.84
Bill	97629115	07/09/2026		• Adult Print General	982 720 • Adult Print General	-13.21	13.21
Bill	97644630	07/09/2026		• Adult Large Print	982 720 • Adult Print General	-31.08	31.08
Bill	97644629	07/09/2026		• Adult Large Print	982 710 • Adult Large Print	-26.24	26.24
Bill	97644628	07/09/2026		• Adult Print General	982 720 • Adult Print General	-31.07	31.07
Bill	97644626	07/09/2026		• Adult Print General	982 720 • Adult Print General	-16.71	16.71
Bill	97644622	07/09/2026		• Adult Large Print	982 720 • Adult Print General	-17.24	17.24
Bill	97644620	07/09/2026		• Adult Large Print	982 710 • Adult Large Print	-21.90	21.90
Bill	97644625	07/09/2026		• Mobile CDL - Adult	982 721 • Mobile CDL - Adult	-39.69	39.69
Bill	97644623	07/09/2026		• Adult Print General	982 720 • Adult Print General	-18.33	18.33
Bill	97644618	07/09/2026		• Adult Print General	982 720 • Adult Print General	-18.95	18.95
Bill	97644624	07/09/2026		• Adult Print General	982 720 • Adult Print General	-35.58	35.58
Bill	97644631	07/09/2026		• Adult Print General	982 720 • Adult Print General	-16.71	16.71
Bill	97644634	07/09/2026		• Adult Print General	982 720 • Adult Print General	-17.25	17.25
Bill	97679616	07/09/2026		• Adult Print General	982 720 • Adult Print General	-16.20	16.20
Bill	97679614	07/09/2026		• Adult Large Print	982 720 • Adult Print General	-18.90	18.90
Bill	97679613	07/09/2026		• Adult Large Print	982 710 • Adult Large Print	-21.90	21.90
Bill	97679615	07/09/2026		• Mobile CDL - Adult	982 721 • Mobile CDL - Adult	-21.90	21.90
Bill	97679617	07/09/2026		• Adult Print General	982 720 • Adult Print General	-16.71	16.71
Bill	97679618	07/09/2026		• Adult Print General	982 720 • Adult Print General	-17.25	17.25
TOTAL						-4,296.57	4,296.57
Bill...	30510	07/08/2026	JACQUES. JOSHUA	PRESENTER - ARCHAEOLOGY 101 PROGRA...	001.001 • CSB/Operations Chec...	-150.00	-150.00
Bill	26-1405-CS	07/08/2026		PRESENTER - ARCHAEOLOGY 101 PROGRA...	884.119 • General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill...	30511	07/08/2026	KANOPY INC	510020 - KANOPY BORROWS - JUN 2026	001.001 • CSB/Operations Chec...	-308.55	-308.55
Bill	510020-PPU	07/08/2026		2026 - KANOPY VIDEO PLAYS - JUN	982.410 • Electronic Products/Subs	-308.55	308.55
TOTAL						-308.55	308.55
Bill...	30512	07/08/2026	Library Design Associ...	26-146-01 - PO 26-2515-LB 52 SLOPED BASE ...	001.001 • CSB/Operations Chec...	-9,220.00	-9,220.00
Bill	26-146-01	07/07/2026		SLOPED BASE SHELVES - ADULT FICTION A...	980.140 • Furniture	-9,220.00	9,220.00
TOTAL						-9,220.00	9,220.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30513	07/08/2026	LINKEDIN CORP	CUST # 291227 - INV 10113218737 - 5 CONC...	001.001 · CSB/Operations Chec...	-2,500.00	-2,500.00
Bill	10113218737	07/08/2026		LINKED-IN LEARNING - 5 CONCURRENT USE...	982.410 · Electronic Products/Subs	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill...	30514	07/08/2026	Michigan Chamber Se...	ACCT 604135, INV 114662, LABOR LAW POS...	001.001 · CSB/Operations Chec...	-49.50	-49.50
Bill	114662	07/07/2026		State & Federal Labor Law Posters	727.100 · Supplies - General Op	-49.50	49.50
TOTAL						-49.50	49.50
Bill...	30515	07/08/2026	Michigan Municipal Le...	2026 2ND QUARTER - DUE 07/25/2026	001.001 · CSB/Operations Chec...	-37.52	-37.52
Bill	2ND QTR 2026	07/07/2026		2026 2ND QUARTER - UNEMPLOYMENT INSU...	710.300 · Per Svcs-Fringe-Unemp	-37.52	37.52
TOTAL						-37.52	37.52
Bill...	30516	07/08/2026	Midwest Tape - Hoopla	509081752, CUST NUMBER 2000016156	001.001 · CSB/Operations Chec...	-4,178.49	-4,178.49
Bill	509081752	07/08/2026		HOOPLA BORROWS - JUN	982.410 · Electronic Products/Subs	-4,178.49	4,178.49
TOTAL						-4,178.49	4,178.49
Bill...	30517	07/08/2026	ROBIN HILLS FARM	INV 630, FINAL PMT VENUE - EVENT DATE 1...	001.001 · CSB/Operations Chec...	-1,500.00	-1,500.00
Bill	630	07/07/2026		SONGFEST FACILITY FEE, FINAL PAYMENT, ...	884.411 · Songfest	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill...	30518	07/08/2026	SANGOMA US INC	INV C1177938 - ACCT LO-0000247807	001.001 · CSB/Operations Chec...	-486.31	-486.31
Bill	C1177938	07/07/2026		INV C1177938 - ACCT LO-0000247807	850.120 · Telephone	-486.31	486.31
TOTAL						-486.31	486.31
Bill...	30519	07/08/2026	Schindler Elevator Corp	4607507523 ACCT 2974500	001.001 · CSB/Operations Chec...	-2,729.44	-2,729.44
Bill	4607507523	07/07/2026		72026 MAINTENANCE AGREEMENT 07/01/202...	803.630 · Elevator	-2,729.44	2,729.44
TOTAL						-2,729.44	2,729.44
Bill...	30520	07/08/2026	STEIH, KATHRYN	PRESENTER - YOUTH DINO ROMP 07/17 - K...	001.001 · CSB/Operations Chec...	-200.00	-200.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0514-JZ	07/08/2026			PRESENTER - YOUTH DINO ROMP 07/17	884.215 · Early Literacy	200.00
TOTAL						-200.00	200.00
Bill...	30521	07/08/2026	T-MOBILE	2026 - ACCT 975550022 - STATEMENT DATED...	001.001 · CSB/Operations Chec...		-378.23
Bill	975550022	07/07/2026		2026 - T-MOBILE WIFI HOTSPOTS - 06/13/202...	850.311 · WiFi Hotspots	-343.23	343.23
				2026 - MOBEE CELL - 06/13/2026 FOR 04/21/...	850.122 · Telecommunications -...	-35.00	35.00
TOTAL						-378.23	378.23
Bill...	30522	07/08/2026	The Library Network	78050 - 2026 2ND QTR INTERNET	001.001 · CSB/Operations Chec...		-1,339.08
Bill	78050	07/09/2026		2026 - 2ND QTR - CIRCUIT SPEED	850.310 · Internet	-1,078.88	1,078.88
				2026 - 2ND QTR - SHARED FIBER COST	850.310 · Internet	-38.95	38.95
				2026 - 2ND QTR - INTERNET SPEED 150M	850.310 · Internet	-221.25	221.25
TOTAL						-1,339.08	1,339.08
Bill...	30523	07/08/2026	Unique Management S...	2026 - 6161228 CLIENT # 1954 - COLLECTION...	001.001 · CSB/Operations Chec...		-80.55
Bill	6161228	07/08/2026		2026 JUN - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-80.55	80.55
TOTAL						-80.55	80.55
Bill...	30524	07/08/2026	Zoran, Amy	NOTARY	001.001 · CSB/Operations Chec...		-98.41
Bill	26-5049-AZ	07/07/2026		REGISTRATION-\$10, SURETY BOND & POWE...	801.045 · NOTARY CERTIFICATI...	-98.41	98.41
TOTAL						-98.41	98.41
Bill...	30525	07/09/2026	Association Maintenanc...		001.001 · CSB/Operations Chec...		-1,417.58
Bill	15698	07/09/2026		JUNE MOWS	803.611 · Lawn Service	-574.08	574.08
Bill	15699	07/09/2026		OPEN SPRINKLER SYSTEM AND MAKE REP...	803.613 · Sprinkler	-843.50	843.50
TOTAL						-1,417.58	1,417.58
Bill...	30526	07/21/2026	A T & T Mobility	ACCT 287286231198X - INV 07142026 - ISSUE...	001.001 · CSB/Operations Chec...		-216.19
Bill	X07142026	07/20/2026		2026 - PUBLIC WIFI HOT SPOTS 07/07 - 0/06/2...	850.311 · WiFi Hotspots	-216.19	216.19
TOTAL						-216.19	216.19

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30527	07/21/2026	Amazon Capital Serv...		001.001 · CSB/Operations Chec...		-383.96
Bill	1LVP-G9TR-TKR4	07/20/2026	GENERAL YOUTH PROGRAMS		884.222 · General Youth Programs	-23.91	23.91
Bill	1NY4-CG3G-3WX7	07/20/2026	REMOVABLE LABLES - MOBEE DAYCARE ST...		880.330 · Paper	-33.07	33.07
Bill	1YTK-6QXX-FDFL	07/20/2026	· General Adult Programs		884.126 · General Adult Programs	-24.49	24.49
Bill	1LN4-JWK3-CR4T	07/20/2026	COMPUTER EQUIPMENT		967.120 · Computers	-79.90	79.90
Bill	13VQ-YQVL-XVG7	07/20/2026	TEEN PROGRAMS		884.272 · Teen General Programs	-21.98	21.98
			TEEN SRP		884.277 · Teen Summer Reading	-75.42	75.42
			TECH PROGRAM SUPPLIES		884.602 · Technology Programs	-9.98	9.98
Bill	1H36-Q8G4-CW1M	07/20/2026	· Non-Traditional Collections - ADAPTER CORD		982.430 · Non-Traditional Collecti...	-11.96	11.96
Bill	1W4X-LFT1-NJGJ	07/20/2026	· Multiple Book Copies		982.740 · Multiple Book Copies	-84.00	84.00
Bill	1H9G-7YXT-PLNN	07/20/2026	· Multiple Book Copies		982.740 · Multiple Book Copies	-19.25	19.25
TOTAL						-383.96	383.96
Bill...	30528	07/21/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 07/24/26	001.001 · CSB/Operations Chec...		-961.54
Bill	260724	07/23/2026		2026 - BOOKKEEPING TO 07/24/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill...	30529	07/21/2026	Cintas Corporation-300	4275426263 ACCT# 14203324	001.001 · CSB/Operations Chec...		-171.36
Bill	4275426263	07/20/2026		2026 - CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup	-23.26	23.26
				2026 - RUGS	729.300 · Supplies-Cleaning Rugs	-148.10	148.10
TOTAL						-171.36	171.36
Bill...	30530	07/21/2026	City of Chelsea	JUNE TRASH	001.001 · CSB/Operations Chec...		-50.00
Bill	22607	07/20/2026		JUNE TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill...	30531	07/21/2026	City of Chelsea-Elect ...	2026 - JUN - 06/30/2026 - UTILITIES: ELECTR...	001.001 · CSB/Operations Chec...		-7,857.33
Bill	26-2526-LB	07/20/2026		2026 -WATER - JUN - 05-29-2026 - 06/30/26	920.110 · City of Chelsea Water	-91.87	91.87
				2026 - SEWER - JUN - 05-29-2026 - 06/30/26	920.120 · City of Chelsea Sewer	-174.88	174.88
				2026 - ELECTRICITY - JUN - 05-29-2026 - 06/3...	920.130 · City of Chelsea Electric	-7,374.15	7,374.15
				2026 - SPRINKLER - JUN - 05-29-2026 - 06/30...	920.150 · City of Chelsea Sprinkler	-47.28	47.28
				2026 - MoBee/GARAGE - JUN - 05-29-2026 - 0...	920.131 · MoBee - Garage electri...	-169.15	169.15
TOTAL						-7,857.33	7,857.33
Bill...	30532	07/21/2026	A Production Cleaning...	16999 - CLEANING 07/05/26 - 07/18/26	001.001 · CSB/Operations Chec...		-1,750.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	16999	07/23/2026		CLEANING 07/05/26 - 07/18/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30533	07/21/2026	COMFORT, STACEY	REIMBURSEMENT - TEEN D AND D SNACKS	001.001 · CSB/Operations Chec...		-30.55
Bill	26-1108-SC	07/20/2026		POLLYS - TEEN D AND D SNACKS	884.276 · Teen Event Supplies	-30.55	30.55
TOTAL						-30.55	30.55
Bill...	30534	07/21/2026	Coryell, Lori	REIMBURSEMENT - DETROIT BOOK FAIR	001.001 · CSB/Operations Chec...		-87.55
Bill	20260719	07/23/2026		REIMBURSEMENT - DETROIT BOOK FAIR - M...	960.200 · Director Expense	-87.55	87.55
TOTAL						-87.55	87.55
Bill...	30535	07/21/2026	Costco Anywhere Visa	ACCT ENDING 3253 06/17/26 - 07/16/26 DU...	001.001 · CSB/Operations Chec...		-130.00
Bill	26-2531-LB	07/20/2026		ANNUAL MEMBERSHIP FEE	727.100 · Supplies - General Op	-130.00	130.00
TOTAL						-130.00	130.00
Bill...	30536	07/21/2026	DAUT, STEVE	MICHIGAN GEOLOGY PROGRAM 07/20/26	001.001 · CSB/Operations Chec...		-300.00
Bill	26-0804-LEB	07/20/2026		MICHIGAN GEOLOGY PRESENTER 07/20/26	884.119 · General Adult Events	-300.00	300.00
TOTAL						-300.00	300.00
Bill...	30537	07/21/2026	Demco Inc.	2026 - INV 7827332 - BILLING CUSTOMER 21...	001.001 · CSB/Operations Chec...		-1,461.69
Bill	7827332	07/20/2026		MISC SUPPLIES	728.300 · Supplies-Matl Proc Other	-1,461.69	1,461.69
TOTAL						-1,461.69	1,461.69
Bill...	30538	07/21/2026	Dollar Bill Printing		001.001 · CSB/Operations Chec...		-385.04
Bill	DB -112083-INV	07/20/2026		MITA26 PRINT MATERIALS	880.411 · General Adult Promotion	-113.62	113.62
Bill	DB-112128-INV	07/20/2026		PRINTING	880.210 · Annual Report	-271.42	271.42
TOTAL						-385.04	385.04
Bill...	30539	07/21/2026	Foster Swift Collins & ...	INV 945726 - CLIENT 21969-00001	001.001 · CSB/Operations Chec...		-53.40
Bill	945726	07/20/2026		EMAIL RESPONSE RE: SEVERAL LEGAL ISS...	801.010 · Attorney	-53.40	53.40

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-53.40	53.40
Bill...	30540	07/21/2026	Great Lakes Ace Hard...	2026 - INV 19964/154 - ACCT 200379	001.001 • CSB/Operations Chec...		-43.66
Bill	19964/154	07/20/2026		TARPS FOR SENSORY DIG 07/16/26	884.226 • Summer Reading	-43.66	43.66
TOTAL						-43.66	43.66
Bill...	30541	07/21/2026	IMAGE SUPPLY	CUST # 103122729700 INV 55339	001.001 • CSB/Operations Chec...		-346.25
Bill	55339	07/20/2026		EPSON TAPE - BLACK ON WHITE TAPE	728.300 • Supplies-Matl Proc Other	-346.25	346.25
TOTAL						-346.25	346.25
Bill...	30542	07/21/2026	INFLATE YOUR PART...	REC IT TUESDAY OBSTACLE COURSE 07/14/...	001.001 • CSB/Operations Chec...		-480.00
Bill	26-0515-JZ	07/20/2026		REC IT TUESDAY OBSTACLE COURSE 07/14	884.226 • Summer Reading	-480.00	480.00
TOTAL						-480.00	480.00
Bill...	30543	07/21/2026	Ingram Library Services		001.001 • CSB/Operations Chec...		-3,410.72
Bill	97584147	07/23/2026	• Youth Print General		982.760 • Youth Print General	-22.60	22.60
Bill	97584143	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.34	11.34
Bill	97584146	07/23/2026	• Youth Print General		982.760 • Youth Print General	-9.68	9.68
Bill	97629114	07/23/2026	• Youth Print General		982.760 • Youth Print General	-81.80	81.80
Bill	97644619	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.30	11.30
Bill	97644617	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.84	11.84
Bill	97644633	07/23/2026	• Youth Print General		982.760 • Youth Print General	-15.98	15.98
Bill	97644621	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.41	11.41
Bill	97644627	07/23/2026	• Youth Print General		982.760 • Youth Print General	-14.45	14.45
Bill	97644632	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.87	11.87
Bill	97679612	07/23/2026	• Mobile CDL - Youth		982.761 • Mobile CDL - Youth	-361.76	361.76
Bill	97679611	07/23/2026	• Youth Print General		982.760 • Youth Print General	-8.45	8.45
Bill	97683048	07/23/2026	• Youth Print General		982.760 • Youth Print General	-6.85	6.85
Bill	97715797	07/23/2026	• Youth Print General		982.760 • Youth Print General	-34.44	34.44
Bill	97715796	07/23/2026	• Youth Print General		982.760 • Youth Print General	-11.30	11.30
Bill	97715795	07/23/2026	• Youth Print General		982.760 • Youth Print General	-23.91	23.91
Bill	97715804	07/23/2026	• Youth Print General		982.760 • Youth Print General	-16.24	16.24
Bill	97715800	07/23/2026	• Adult Print General		982.720 • Adult Print General	-18.90	18.90
Bill	97715803	07/23/2026	• Adult Large Print		982.710 • Adult Large Print	-23.14	23.14
Bill	97715798	07/23/2026	• Adult Print General		982.720 • Adult Print General	-32.87	32.87
Bill	97715799	07/23/2026	• Adult Print General		982.720 • Adult Print General	-32.39	32.39
Bill	97715802	07/23/2026	• Adult Print General		982.720 • Adult Print General	-14.57	14.57
Bill	97715805	07/23/2026	• Adult Print General		982.720 • Adult Print General	-26.86	26.86
Bill	97715801	07/23/2026	• Mobile CDL - Adult		982.721 • Mobile CDL - Adult	-37.80	37.80

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97715806	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	97715811	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-58.12	58.12
Bill	97715808	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-12.38	12.38
Bill	97715807	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-19.52	19.52
Bill	97715809	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	97715812	07/23/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-22.52	22.52
Bill	97715813	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-11.95	11.95
Bill	97715814	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	97715810	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	97715815	07/23/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-22.23	22.23
Bill	97715817	07/23/2026	· Mobile CDL - Adult	· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.90	21.90
Bill	97715816	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	97770270	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-14.35	14.35
Bill	97770274	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-24.22	24.22
Bill	97770272	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	97770276	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-60.93	60.93
Bill	97770273	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	97770279	07/23/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-33.30	33.30
Bill	97770277	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	97770278	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-13.81	13.81
Bill	97770271	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-13.21	13.21
Bill	97770269	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.58	17.58
Bill	97770275	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	97796397	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-290.67	290.67
Bill	97796393	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	97796396	07/23/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-29.96	29.96
Bill	97796400	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	97796398	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-233.46	233.46
Bill	97796395	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-13.10	13.10
Bill	97796402	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-9.25	9.25
Bill	97796392	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-19.24	19.24
Bill	97796390	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-15.41	15.41
Bill	97796391	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	97796403	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-24.43	24.43
Bill	97796401	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-8.45	8.45
Bill	97796399	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-23.68	23.68
Bill	97796394	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	97809979	07/23/2026	· Mobile CDL - Youth	· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-16.34	16.34
Bill	97809980	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-56.82	56.82
Bill	97809981	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-131.95	131.95
Bill	97809976	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-26.35	26.35
Bill	97809977	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-38.85	38.85
Bill	97809978	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-12.45	12.45
Bill	97809975	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-13.81	13.81
Bill	97825427	07/23/2026	· Youth Print General	· Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	97841652	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-46.81	46.81
Bill	97841647	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-22.62	22.62
Bill	97841658	07/23/2026	· Adult Large Print	· Adult Large Print	982.710 · Adult Large Print	-45.04	45.04
Bill	97841657	07/23/2026	· Adult Print General	· Adult Print General	982.720 · Adult Print General	-62.35	62.35

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97841650	07/23/2026		• Adult Large Print	982.710 • Adult Large Print	-24.38	24.38
Bill	97841651	07/23/2026		• Adult Print General	982.720 • Adult Print General	-31.08	31.08
Bill	97841655	07/23/2026		• Mobile CDL - Adult	982.721 • Mobile CDL - Adult	-17.25	17.25
Bill	97841653	07/23/2026		• Youth Print General	982.760 • Youth Print General	-11.30	11.30
Bill	97841644	07/23/2026		• Youth Print General	982.760 • Youth Print General	-11.88	11.88
Bill	97841645	07/23/2026		• Youth Print General	982.760 • Youth Print General	-11.30	11.30
Bill	97841646	07/23/2026		• Youth Print General	982.760 • Youth Print General	-15.34	15.34
Bill	97841649	07/23/2026		• Youth Print General	982.760 • Youth Print General	-11.84	11.84
Bill	97841654	07/23/2026		• Youth Print General	982.760 • Youth Print General	-9.04	9.04
Bill	97841648	07/23/2026		• Youth Print General	982.760 • Youth Print General	-10.22	10.22
Bill	97841656	07/23/2026		• Youth Print General	982.760 • Youth Print General	-9.25	9.25
Bill	97841659	07/23/2026		• Youth Print General	982.760 • Youth Print General	-17.29	17.29
Bill	97841660	07/23/2026		• Adult Print General	982.720 • Adult Print General	-17.25	17.25
Bill	97841661	07/23/2026		• Adult Print General	982.720 • Adult Print General	-33.42	33.42
Bill	97876623	07/23/2026		• Adult Large Print	982.710 • Adult Large Print	-34.20	34.20
Bill	97876618	07/23/2026		• Multiple Book Copies	982.740 • Multiple Book Copies	-103.48	103.48
Bill	97876622	07/23/2026		• Adult Print General	982.720 • Adult Print General	-13.83	13.83
Bill	97876621	07/23/2026		• Adult Print General	982.720 • Adult Print General	-17.24	17.24
Bill	97876616	07/23/2026		• Adult Print General	982.720 • Adult Print General	-15.96	15.96
Bill	97876624	07/23/2026		• Youth Print General	982.760 • Youth Print General	-27.09	27.09
Bill	97876620	07/23/2026		• Youth Print General	982.760 • Youth Print General	-22.60	22.60
Bill	97876625	07/23/2026		• Mobile CDL - Youth	982.761 • Mobile CDL - Youth	-12.85	12.85
Bill	97876617	07/23/2026		• Youth Print General	982.760 • Youth Print General	-14.08	14.08
Bill	97876619	07/23/2026		• Youth Print General	982.760 • Youth Print General	-14.54	14.54
Bill	97932308	07/23/2026		• Adult Print General	982.720 • Adult Print General	-15.66	15.66
Bill	97932301	07/23/2026		• Adult Print General	982.720 • Adult Print General	-17.24	17.24
Bill	97932303	07/23/2026		• Adult Print General	982.720 • Adult Print General	-35.56	35.56
Bill	97932295	07/23/2026		• Adult Print General	982.720 • Adult Print General	-74.61	74.61
Bill	97932305	07/23/2026		• Adult Print General	982.720 • Adult Print General	-18.33	18.33
Bill	97932309	07/23/2026		• Adult Print General	982.720 • Adult Print General	-31.86	31.86
Bill	97932307	07/23/2026		• Adult Large Print	982.710 • Adult Large Print	-58.80	58.80
Bill	97932297	07/23/2026		• Adult Print General	982.720 • Adult Print General	-17.25	17.25
Bill	97932302	07/23/2026		• Adult Print General	982.720 • Adult Print General	-16.71	16.71
Bill	97932306	07/23/2026		• Adult Print General	982.720 • Adult Print General	-16.68	16.68
Bill	97932300	07/23/2026		• Adult Large Print	982.710 • Adult Large Print	-21.28	21.28
Bill	97932304	07/23/2026		• Mobile CDL - Adult	982.721 • Mobile CDL - Adult	-21.28	21.28
TOTAL						-3,410.72	3,410.72

Bill...	30544	07/21/2026	Johnson Controls Buil...	001.001 • CSB/Operations Chec...		-11,485.75	
Bill	1-137977660015	07/20/2026		ADDITIONAL LABOR FOR CONDENSOR FAN ...	975.200 • Capital Maintenance	-2,285.00	2,285.00
Bill	1-137977982243	07/20/2026		CONDENSOR FAN #1 MOTOR REPLACEMENT	975.200 • Capital Maintenance	-8,783.80	8,783.80
Bill	1-137981340471	07/20/2026		DIAGNOSE HOT WATER PUMPS NOT WORKI...	803.010 • Maint Svc Contingency	-416.95	416.95
TOTAL						-11,485.75	11,485.75

Bill...	30545	07/21/2026	KeyBank	A/C Ending3195 06/10 - 07/09/26 DUE ...	001.001 • CSB/Operations Chec...	-2,526.41	
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Chelsea District Library
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	08/06/2026	07/20/2026			CHELSEA WELLNESS - JUN HEALTH STIPEN...	989.620 · Staff In-Service & Appr...	155.00
					HEYDLAUFF'S APPLIANCES - KITCHEN MICR...	987.330 · Equipment - non-Comp...	149.95
					FUN EXPRESS - DIY TIME CAPSULES	884.700 · Mobile CDL Programmi...	127.90
					ASSOC OF BOOKMOBILE AND OUTREACH S...	989.141 · PR & Development Coo...	575.00
					ABE BOOKS - SUBMERGED (\$5.34 + \$6.91 = \$...	982.760 · Youth Print General	5.34
					ABE BOOKS - SUBMERGED (\$5.34 + \$6.91 = \$...	982.760 · Youth Print General	6.91
					THE BASH, FOR MUSIC GROUP "THE ELEMEN...	884.119 · General Adult Events	411.80
					BAMBU LABS - MATERIAL AND PARTS FOR 3...	884.602 · Technology Programs -	226.68
					GAYLORD ARCHIVAL - HANGING ACID FEE F...	982.510 · Local History Preservati...	507.22
					SERENDIPITY BOOKS - HEARTSTOPPER 6	982.760 · Youth Print General	42.38
					EBAY - PHONE SYSTEM, YEALINK, PHONE	803.500 · Phone System	29.52
					ZOOM - VIDEO CONF SOFTWARE7027	987.200 · Equipment Software	39.50
					BUMBLES DRY GOODS - STAFF BEREAVEM...	727.100 · Supplies - General Op	34.98
					SMOKEHOUSE 52 - PRE-FIREWORKS MEETI...	989.620 · Staff In-Service & Appr...	46.07
					MIKE'S DELI - LISA SKYLIS, WORK ANNIVER...	989.940 · Staff Apprec - Restricted	25.00
					MAIN STREET PROVISIONS, MARTHA JACQ...	989.940 · Staff Apprec - Restricted	25.00
					ZOU ZOU'S, JEAN PIERCE, WORK ANNIVERS...	989.940 · Staff Apprec - Restricted	25.00
					ZOU ZOU'S, SHARON GRAGANTA, WORK AN...	989.940 · Staff Apprec - Restricted	25.00
					CULTURE CREATIONS - SUPPLIES FOR RET...	980.100 · Board Expenses	10.60
					CULTURE CREATIONS - SUPPLIES FOR RET...	989.940 · Staff Apprec - Restricted	27.56
					CHAMBER BREAKFAST - CORYELL AND KRU...	980.200 · Director Expense	30.00
TOTAL						-2,526.41	2,526.41
Bill...	30546	07/21/2026	Midwest Tape		001.001 · CSB/Operations Chec...		-940.98
Bill	509042941	07/20/2026			APR-MAY - BOCs	982.120 · Adult Books on Disc	35.99
Bill	509042943	07/20/2026			APR-JUL CDs	982.420 · Music on CD	104.92
Bill	509042945	07/20/2026			JUN FEATURE	982.460 · DVD Feature	35.98
Bill	509078351	07/20/2026			APR-JUL CDs	982.420 · Music on CD	95.17
Bill	509078353	07/20/2026			JUN FEATURE	982.460 · DVD Feature	29.24
Bill	509078355	07/20/2026			JUL FEATURE ADULT	982.460 · DVD Feature	139.44
Bill	509109558	07/20/2026			JUN FEATURE	982.460 · DVD Feature	17.24
Bill	509109559	07/20/2026			APR-JUL CDs	982.420 · Music on CD	11.24
Bill	509112321	07/20/2026			JUL FEATURE ADULT	982.460 · DVD Feature	158.18
Bill	509112322	07/20/2026			APR-JUL CDs	982.120 · Adult Books on Disc	39.99
Bill	509112323	07/20/2026			MAY-JUL NF	982.470 · DVD Non-Fiction	86.20
Bill	509131819	07/20/2026			JUL FEATURE ADULT	982.460 · DVD Feature	88.45
Bill	509134300	07/20/2026			MAY-JUL NF	982.470 · DVD Non-Fiction	76.46
Bill	509134301	07/20/2026			JUN-JUL BOCs	982.120 · Adult Books on Disc	22.48
TOTAL						-940.98	940.98
Bill...	30547	07/21/2026	Postmaster		2026 - PERMIT #28 - FALL NEWSLETTER MAI...	001.001 · CSB/Operations Chec...	-1,500.00
Bill	26-4219-VK	07/20/2026			2026 - BUSINESS PERMIT #28 - FALL NEWSL...	880.230 · Newsletter Postage	1,500.00
						-1,500.00	1,500.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-1,500.00	1,500.00
Bill...	30548	07/21/2026	RK Studios	07/06/2026 LETTER - \$500.00	001.001 · CSB/Operations Chec...		-500.00
Bill	26-4218-VK	07/20/2026		RESTORE PICS FOR TIME CAPSULE UNSEA...	880.522 · Photography Services	-500.00	500.00
TOTAL						-500.00	500.00
Bill...	30549	07/21/2026	STATE OF MICHIGAN -...	Serial #044184 - ELEVATOR INVOICE	001.001 · CSB/Operations Chec...		-319.30
Bill	99R2605101	07/20/2026		Serial #044184 - ELEVATOR CERTIFICATE IN...	803.630 · Elevator	-319.30	319.30
TOTAL						-319.30	319.30
Bill...	30550	07/21/2026	The Library Network		001.001 · CSB/Operations Chec...		-12,099.15
Bill	78163	07/20/2026		2026 - 3RD QTR - SAS - BASIC FEE	965.200 · Shared Automation Sys...	-6,167.21	6,167.21
				2026 - 3RDD QTR - SAS - CIRCULATION FEE	965.200 · Shared Automation Sys...	-3,247.81	3,247.81
				2026 - 2RD QTR - SAS - ITEM LINKED FEE	965.100 · Bibliographic Database	-1,434.13	1,434.13
Bill	78140	07/20/2026		2026 - BRAINFUSE SUBSCRIPTION	982.410 · Electronic Products/Subs	-1,250.00	1,250.00
TOTAL						-12,099.15	12,099.15
Bill...	30551	07/21/2026	The Sun Times	2026 - 30243-R	001.001 · CSB/Operations Chec...		-318.75
Bill	30243-R	07/20/2026		04/15/26 MITA26	880.110 · Media Buy	-318.75	318.75
TOTAL						-318.75	318.75
Bill...	30552	07/21/2026	Verizon Wireless	INV 6147242567 - ACCT 442098695-00001 - 0...	001.001 · CSB/Operations Chec...		-685.61
Bill	6147242567	07/21/2026		HOT SPOTS - 05/29 - 06/28/26 PG 4 (06/29 - 0...	850.311 · WiFi Hotspots	-605.59	605.59
				MOBEE INTERNET - 05/29 - 06/28/26 PG 4 (06...	850.312 · Internet/Service - Mobil...	-40.01	40.01
				IT CELL PHONE - 05/29 - 06/28/26 PG 4 (06/29...	850.121 · IT Cell Phone	-40.01	40.01
TOTAL						-685.61	685.61
Bill...	30553	07/21/2026	Washtenaw County Tr...	2026 - CUSTOMER #5401, INV 17955 - 04/26 C...	001.001 · CSB/Operations Chec...		-12.31
Bill	17955	07/23/2026		2026 - 04/26 CHARGEBACK LEDGER	402.300 · Dexter Township	-5.54	5.54
				2026 - 04/26 CHARGEBACK LEDGER	402.600 · Sylvan Township	-6.77	6.77
TOTAL						-12.31	12.31

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Chelsea District Library
Monthly Check Register
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	30554	07/21/2026	WORTHINGTON DIRECT	LOCKING WHEELS FOR BOOK CART FOR M...	001.001 · CSB/Operations Chec...	-110.81	-110.81
Bill	000181138	07/20/2026		LOCKING WHEELS FOR BOOK CART FOR M...	732.400 · Mobile CDL	-110.81	110.81
TOTAL						-110.81	110.81
Bill...	30555	07/21/2026	YEO & YEO	INV 35383- CLIENT - 08/11/2025 - 2025 AUDI...	001.001 · CSB/Operations Chec...	-1,750.00	-1,750.00
Bill	635383	07/23/2026		BILLING FOR AUDIT FYE 12/31/2025 -THROU...	801.020 · Auditor	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill...	30556	07/21/2026	ACCO Brands USA LLC	MAINTENANCE AGREEMENT 07/01/2026 - 06/...	001.001 · CSB/Operations Chec...	-1,929.81	-1,929.81
Bill	2490134	07/23/2026		LAMINATOR, MAINTENANCE AGREEMENT - ...	803.385 · Laminator Maint Agree...	-1,929.81	1,929.81
TOTAL						-1,929.81	1,929.81
Bill...	30557	07/21/2026	Midwest Tape	509042942	001.001 · CSB/Operations Chec...	-94.98	-94.98
Bill	509042942	07/20/2026		JUN-JUL - BOCs	982.120 · Adult Books on Disc	-94.98	94.98
TOTAL						-94.98	94.98
Bill...	30558	07/24/2026	COMFORT, STACEY	REIMBURSEMENT - DETROIT BOOK FAIR MI...	001.001 · CSB/Operations Chec...	-74.71	-74.71
Bill	20260719	07/23/2026		DETROIT BOOK FAIR MILEAGE AT 07/01/26 I...	884.276 · Teen Event Supplies	-74.71	74.71
TOTAL						-74.71	74.71
Bill...	ACH6292026	07/01/2026	Constellation NewEne...	INV 4611288 - ACCT BG-303066 - MAY 04/22 -...	001.001 · CSB/Operations Chec...	-926.99	-926.99
Bill	4611288	06/29/2026		MAY 04/22 - 05/21/26	920.200 · Natural Gas Utilities	-926.99	926.99
TOTAL						-926.99	926.99
Bill...	ACH7072026	07/07/2026	EMPOWER	PAYROLL #14 - 06/21/26 - 07/04/26 PAID 07/10...	001.001 · CSB/Operations Chec...	-6,593.39	-6,593.39
Bill	20260621	07/07/2026		06/21/26 - 07/04/26 PAID 07/10/26 - ACH PAID ...	231.002 · Payroll Lia/401A Mlcher	-2,009.20	2,009.20
				06/21/26 - 07/04/26 PAID 07/10/26 - ACH PAID ...	702.300 · Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				06/21/26 - 07/04/26 PAID 07/10/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				06/21/26 - 07/04/26 PAID 07/10/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56
TOTAL						-6,593.39	6,593.39

Chelsea District Library
Monthly Check Register
July 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill...	ACH07242026	07/23/2026	EMPOWER	PAYROLL #15 - 07/05/26 - 07/18/26 PAID 07/2...	001.001 · CSB/Operations Chec...		-6,593.39
Bill	20260705	07/23/2026		07/05/26 - 07/18/26 PAID 07/24/26 - ACH PAID ...	231.002 · Payroll Lia/401A MitchER	-2,009.20	2,009.20
				07/05/26 - 07/18/26 PAID 07/24/26 - ACH PAID ...	702.300 · Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				07/05/26 - 07/18/26 PAID 07/24/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				07/05/26 - 07/18/26 PAID 07/24/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe ...	-655.56	655.56
TOTAL						-6,593.39	6,593.39
Bill...	ACH07252026	07/25/2026	CHRIS COLLINGWOO...	SONGFEST2026 - \$4k CONTRACT, \$1k TRAV ...	001.001 · CSB/Operations Chec...		-3,000.00
Bill	26-1078-LC	07/24/2026		SONGFEST2026 - \$4k CONTRACT, \$1k TRAV...	884.411 · Songfest	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00

Chelsea District Library Donation and Restricted

January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 • State Grants	1,677		
674.000 • Revenue Contribution & Donation			
674.100 • Designated Adult Collection	500	230	270
674.101 • Designated Youth Collection	100	50	50
674.103 • Restricted Local History/Parser	300	300	0
674.110 • Designated Adult Programming	5,250	6,250	(1,000)
674.111 • Designated Youth Programming	5,750	6,000	(250)
674.112 • Designated Music Focus Programs	3,500	5,500	(2,000)
674.113 • Designated Exhibits Programming	2,000	2,000	0
674.120 • Undesignated Donation	8,915	8,020	895
674.141 • Designated Technology	2,000	3,000	(1,000)
674.150 • Continuing Education Restricted	750	750	0
Total 674.000 • Revenue Contribution & Donation	29,065	32,100	(3,035)
Total Income	30,742	32,100	(1,358)
Gross Profit	30,742	32,100	(1,358)
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	9,500	10,000	(500)
Total 884.400 • Music Focus	9,500	12,000	(2,500)
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 Prog. 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 July 2026

	Jan - Jul 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	18,682	23,500	(4,818)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	406	750	(344)
Total 969.600 · Staff Training, In-Service	406	750	(344)
Total 969.000 · CE, Staff Development & Travel	406	750	(344)
982.000 · Collection Expense			
982.500 · Local History Preservation			
982.940 · Local History- Preservation Res	0	300	(300)
Total 982.500 · Local History Preservation	0	300	(300)
982.910 · Adult Collection Restricted	0	230	(230)
982.920 · Youth Collection Restricted	0	50	(50)
Total 982.000 · Collection Expense	0	580	(580)
Total Expense	19,003	27,830	(8,827)
Net Ordinary Income	11,739	4,270	7,469
Net Income	11,739	4,270	7,469

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

	TOTAL												
	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	% of Budget
Ordinary Income/Expense													
Income													
402.000 - District Revenue	1,242,827	608,893	501,123	66,449	0	88,986	412	0	0	0	0	2,508,660	2,516,825 (8,135) 100%
539.000 - State Grants	0	0	0	0	0	1,677	0	0	0	0	0	1,677	19,380 129%
540.000 - State Aid	0	0	78,197	0	0	0	0	8,883	0	0	0	87,080	67,700 129%
569.000 - State Grants - Other	0	0	2,260	0	2,871	0	0	0	0	0	0	5,131	2,260 227%
574.100 - Penal Fines	0	0	0	0	0	0	12,401	0	0	0	0	12,401	8,000 155%
588.000 - PRIVATE GRANTS	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000 100%
645.100 - Copiers & Printers	0	494	1,365	433	559	429	422	0	0	0	0	3,702	4,000 93%
657.100 - Non-Resident Fees	0	125	3,261	0	0	0	156	0	0	0	0	3,542	4,000 89%
657.200 - ILL Fees/Collection Agency Rec	0	0	615	0	15	0	30	0	0	0	0	660	1,000 66%
665.000 - Bank Interest	75	61	77	43	23	35	30	0	0	0	0	344	70,000 88%
665.100 - Investment Gains/Losses	4,746	11,656	5,501	11,289	10,624	9,219	8,319	0	0	0	0	61,354	70,000 88%
669.000 - Investment Value Change	(785)	318	(2,339)	(255)	(540)	(657)	(132)	0	0	0	0	(4,388)	(4,388) 0%
671.000 - Misc Income & Refunds	0	0	0	751	0	1,274	4,000	0	0	0	0	6,025	6,025 91%
674.000 - Revenue Contribution & Donation	1,400	1,050	50	2,110	7,085	2,500	14,870	0	0	0	0	29,065	32,100 91%
Total Income	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	8,883	0	0	0	2,716,282	2,706,885 9,397 100%
Gross Profit	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	8,883	0	0	0	2,716,282	2,706,885 9,397 100%
Expense													
701.000 - Personnel Svcs Control Acct	83,343	113,850	168,012	73,889	170,709	119,459	116,680	57,319	0	0	0	903,241	1,530,647 (627,406) 59%
727.000 - Supplies	1,173	281	2,388	1,610	661	1,025	2,460	48	0	0	0	9,646	24,350 40%
731.000 - Other Svc - Postage	0	0	643	0	64	0	0	0	0	0	0	707	900 79%
732.000 - Supplies-Maintenance	23	371	16	0	151	50	157	0	0	0	0	768	7,550 10%
758.000 - FUEL - DIESEL	33	36	0	0	74	93	0	97	0	0	0	333	750 44%
801.000 - Professional & Contractual Svcs	2,363	2,710	21,866	2,402	6,809	2,676	4,469	1,209	0	0	0	44,524	144,259 (99,735) 31%
802.000 - Admin-Fees & Misc Costs	55	39	578	113	63	40	45	35	0	0	0	968	1,540 63%
803.000 - Maintenance Service Contracts	19,057	9,819	17,262	23,134	6,626	13,499	17,506	1,750	0	0	0	108,653	192,889 (84,236) 56%
850.000 - Telecommunications	(3,554)	1,337	2,264	1,893	1,723	942	3,593	367	0	0	0	8,565	44,500 19%
880.000 - Promotional Materials	6,715	12,776	5,262	8,000	8,586	4,237	2,792	2,460	0	0	0	50,828	91,100 56%
884.000 - Programming	28,901	12,032	15,688	25,097	6,444	11,695	12,347	556	0	0	0	112,760	162,845 (50,085) 69%
885.000 - Volunteer	29	22	273	62	15	0	38	0	0	0	0	439	2,600 17%
920.000 - Utilities	0	6,553	6,655	5,499	6,174	6,339	7,857	39	0	0	0	39,116	84,458 (45,342) 46%
960.000 - Board & Director Expense	37	711	77	119	49	471	128	0	0	0	0	1,592	3,800 42%
965.000 - Automation Services	0	14,344	0	10,849	0	0	11,483	0	0	0	0	36,676	55,070 (18,394) 67%
966.000 - Insurance	0	0	3,043	4,249	0	0	0	0	0	0	0	7,292	26,513 28%
967.000 - Equipment	4,391	3,736	6,097	798	4,566	2,593	1,318	384	0	0	0	23,882	56,515 (32,633) 42%
969.000 - CE, Staff Development & Travel	1,616	4,732	351	3,697	2,420	1,201	1,205	0	0	0	0	15,222	28,435 (13,213) 54%
970.000 - Capital Expense 980.00	0	0	0	0	0	0	20,269	0	0	0	0	20,289	110,260 18%
982.000 - Collection Expense	8,851	11,757	54,942	20,505	18,108	26,025	37,536	6,002	0	0	0	183,726	281,774 (98,048) 65%
991.004 - Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	0	8,400 0%
991.450 - DEBT PRINCIPAL - GASB96 SBITA	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%
994.450 - DEBT INTEREST - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	0	0 0%
Total Expense	153,033	195,065	305,437	181,916	233,242	190,345	239,903	70,266	0	0	0	1,569,227	2,859,155 (1,289,928) 55%
Net Ordinary Income	1,095,230	427,513	284,673	(100,096)	(212,605)	(86,882)	(199,395)	(61,383)	0	0	0	1,147,055	(152,270) 1,299,325
Other Income/Expense													
Other Income													
691.450 - OTHER FIN SOURCE - GASB96	0	0	0	0	0	0	0	0	0	0	0	0	0 0%
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0 0%
Other Expense													

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
995.001 • Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 • Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
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	1,095,230	427,513	284,673	(100,096)	(212,605)	(66,882)	(199,395)	(61,383)	0	0	0	0	1,147,055	(152,270)	1,299,325	

TOTAL

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

	Jan - Dec 26	Jan - Dec 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
402.000 · District Revenue	2,508,688.87	2,383,692.14	124,996.73	5.24%
539.000 · State Grants	1,676.99	0.00	1,676.99	100.0%
540.000 · State Aid	87,079.88	95,693.40	-8,613.52	-9.0%
569.000 · State Grants - Other	5,131.62	0.00	5,131.62	100.0%
574.100 · Penal Fines	12,401.41	12,034.27	367.14	3.05%
588.000 · PRIVATE GRANTS	1,000.00	0.00	1,000.00	100.0%
645.100 · Copiers & Printers	3,701.89	4,873.97	-1,172.08	-24.05%
657.100 · Non-Resident Fees	3,542.42	2,145.00	1,397.42	65.15%
657.200 · ILL Fees/Collection Agency Rec	660.00	540.00	120.00	22.22%
665.000 · Bank Interest	344.49	539.99	-195.50	-36.2%
665.100 · Investment Gains/Losses	61,353.76	104,268.40	-42,914.64	-41.16%
669.000 · Investment Value Change	-4,389.69	6,047.40	-10,437.09	-172.59%
670.000 · Change CFofSEMI Invest	0.00	6,046.00	-6,046.00	-100.0%
671.000 · Misc Income & Refunds	6,024.56	8,742.78	-2,718.22	-31.09%
674.000 · Revenue Contribution & Donation	29,065.00	69,534.68	-40,469.68	-58.2%
Total Income	2,716,281.20	2,694,158.03	22,123.17	0.82%
Gross Profit	2,716,281.20	2,694,158.03	22,123.17	0.82%
Expense				
701.000 · Personnel Svcs Control Acct	903,240.53	1,369,314.82	-466,074.29	-34.04%
727.000 · Supplies	9,646.50	14,089.17	-4,442.67	-31.53%
731.000 · Other Svc - Postage	706.76	923.08	-216.32	-23.44%
732.000 · Supplies-Maintenance	768.36	2,328.94	-1,560.58	-67.01%
758.000 · FUEL - DIESEL	333.32	327.12	6.20	1.9%
801.000 · Professional & Contractual Svcs	44,524.56	60,721.55	-16,196.99	-26.67%
802.000 · Admin-Fees & Misc Costs	967.68	940.11	27.57	2.93%
803.000 · Maintenance Service Contracts	108,652.32	155,682.69	-47,030.37	-30.21%
850.000 · Telecommunications	8,564.29	31,946.59	-23,382.30	-73.19%
880.000 · Promotional Materials	50,827.74	78,922.55	-28,094.81	-35.6%
884.000 · Programming	112,761.71	151,994.56	-39,232.85	-25.81%
885.000 · Volunteer	439.19	2,999.26	-2,560.07	-85.36%
920.000 · Utilities	39,117.04	75,947.75	-36,830.71	-48.5%
960.000 · Board & Director Expense	1,592.74	4,054.88	-2,462.14	-60.72%
965.000 · Automation Services	36,676.39	46,890.26	-10,213.87	-21.78%
966.000 · Insurance	7,292.00	25,116.00	-17,824.00	-70.97%
967.000 · Equipment	23,880.84	45,149.48	-21,268.64	-47.11%
969.000 · CE, Staff Development & Travel	15,220.98	24,399.52	-9,178.54	-37.62%
970.000 · Capital Expense 980.00	20,288.80	200,184.66	-179,895.86	-89.87%
982.000 · Collection Expense	183,725.54	248,776.18	-65,050.64	-26.15%
991.004 · Debt Principal - Leases GASB87	0.00	7,650.00	-7,650.00	-100.0%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	2,937.00	-2,937.00	-100.0%
994.000 · Debt Interest - GASB87	0.00	498.00	-498.00	-100.0%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	716.00	-716.00	-100.0%
Total Expense	1,569,227.29	2,552,510.17	-983,282.88	-38.52%
Net Ordinary Income	1,147,053.91	141,647.86	1,005,406.05	
Net Income	1,147,053.91	141,647.86	1,005,406.05	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

July 31, 2026

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$191,767.80	\$14,905.77	\$206,673.57
Paypal Account	003.002	\$145.00	\$250.00	\$395.00
Cash on Hand		\$191,912.80	\$15,155.77	\$207,068.57

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,682,440.92	8,318.93	\$1,690,759.85
MMF - Deposits and withdrawals	017.003	\$0.00	-\$200,000.00	-\$200,000.00
Fixed Income Fund	017.004	\$1,535,389.15	-\$132.00	\$1,535,257.15
Investment Partners Total		\$3,217,830.07	-\$191,813.07	\$3,026,017.00

Total General Fund

		\$3,409,742.87	-\$176,657.30	\$3,233,085.57
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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	\$8,318.93	-\$132.00	-\$200,000.00	\$3,026,017.00
08/31/26	\$3,026,017.00	\$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	\$61,353.76	-\$4,389.69	-\$600,000.00	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

DIRECTOR'S REPORT

Library Director's Report

Respectfully submitted for August 2026 board meeting

Staff Announcements

Staff Work Anniversaries in August

We marked Head of Marketing and Outreach Virginia Krueger nine-year work anniversary on August 17. We are so grateful that she has chosen to share her immeasurable gifts with the CDL community!

Notary Services

CDL offers notary services to better serve the community. To ensure reliable, professional service, the library pays for staff to become certified as notaries. We cannot notarize items that require a licensed attorney or title company, such as mortgages. Appointments are encouraged to ensure a certified notary is available. To date, two CDL staff are certified.

Upcoming Events

- Dog Days of Summer: Adopting Your First Pet – August 19
- Library Connections Day at CSC– August 26
- Be Ingenious: Create a Wooden Hanging Lamp – September 2 & 5
- *Backstage Hollywood: The Photographs of Bob Willoughby* exhibit– begins September 9
- Voting 101 with local municipal clerks – September 10
- Movie Murder Mystery Party – September 11
- Friends Book Sale – September 12
- Kinderconcert with the Ann Arbor Symphony Orchestra – September 12
- Purple Rose Theater Play Reading – September 12

Strategic Plan 2024-28 Progress in July 2026

1.1 Provide a welcoming place for all

- Welcomed over 640 kids of all ages to weekly Summer Reading Program events

2.1 Plan for staff succession & cultivate future library leaders

- Director Succession Plan approved by Board
- Some staff attended *Supporting Inclusive Workplace for Neurodivergent Employees* to prepare for new responsibilities.

Out and About: Meetings/Activities Attended July 2026

Rotary meeting – July 7, 14 & 28

Chamber breakfast – July 9

Lunch meeting with Chelsea State Bank President & CEO Joanne Rau

Chamber meeting – July 15

Chamber board meeting – July 16

Mobee at Detroit Book Festival – July 19

Judge at Sounds & Sights Festival Car Show – July 24

Volunteer at Sounds & Sights Festival – July 25

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

Facility

HVAC- the power was much more stable in July, with only the one outage on July 4 that I mentioned last month.

Electrical- in the course of ordering new emergency ballasts to replace the two damaged due to the multiple June power outages, our electrician discovered the ballasts we have aren't compatible with the LED lights. He is now researching what ballasts we need and what the cost will be to replace them.

Yard/landscaping- pest control and lawn maintenance continue on schedule with no notable issues. The stump scars on the north and south lawn should be leveled and reseeded by the time you read this. There was also a spot on the north side of the front yard stairs where the ground was washed away due to the north corner McKune roof drain being routed wrong. The drain was fixed and our yard company repaired the washed away area.

Power washing- the window well was power washed and I am exploring better options for the floor than the current painted design. We have yet to find a paint that can stand up to the exposure of extreme weather conditions, despite consultation with the paint department at Chelsea Lumber. It may be that we keep the bright design on the walls but return the floor to its unpainted original state.

Roofing- the connector roof is scheduled to be replaced August 19-20. Kleinschmidt expects it to only take one day but has scheduled two to be safe.

The high traffic area of the carpets were cleaned this month, according to our regular schedule.

Fall projects- I hope to find a volunteer to strip, prime, and repaint several of the flood lights that have peeling paint. It is mostly affecting the head of the light, not the stands, so shouldn't be a big project.

Volunteers

In July we had 291 book sale hours and 183.25 non-book sale hours, including 135 YSG hours due to the Summer Reading Program (SRP). The SRP closing event does not require the amount of volunteer help that the kick-off event does. That brings our total to 474.25 hours of volunteer service in June.

Respectfully submitted,
Linda Ballard, Assistant Director

July Highlights

- July was another exciting month for the library. We hosted our youth summer reading finale presentation and our teen summer reading finale party. Mobee went to the Detroit Book Festival, and Kid Zone was hosted on the library lawn.

Summer Reading

Summer Reading participation was excellent this year. We have increased participation, logging, and completion across the last three years:

Summer Reading Program Challenge Participation	Readers Count	Completions	Readers Who Logged
2026 ADULT Summer Reading Challenge	450	221	312
2026 READER Summer Reading Challenge	468	215	319
2026 LISTENER Summer Reading Challenge	265	150	204
2026 Teen Reading Challenge	262	150	194
2026 Totals	1445	736	1029
2025 ADULT Summer Reading Challenge	404	181	268
2025 READER Summer Reading Challenge	445	193	295
2025 LISTENER Summer Reading Challenge	224	150	172
2025 Teen Reading Challenge	261	128	176
2025 Totals	1334	652	911
2024 Adult Summer Reading Challenge	383	166	264
2024 READER Summer Reading Challenge	439	166	323
2024 LISTENER Summer Reading Challenge	182	108	126
TEEN Summer Reading Challenge 2024	249	111	164
2024 Totals	1253	440	877

Outreach and Meetings

- In July I twice volunteered for the Sounds and Sights festivals as part of my Chamber Ambassador responsibilities, working at their information booth and at the beverage tent. I found this was a great opportunity to talk with community members, show that the library is a team player when it comes to town events, and even tout library services.
- I met with Lori, Bob, and the president of the Chelsea State Bank, Joanne Rau. We discussed potential partnership or funding opportunities with the Bank.
- I attended Clare Membiela's office hours (Clare is the law librarian at the Library of Michigan) to gain information about non-resident card fees to report back to Lori and the management team.
- I attended the Michigan Public Library Directors meeting in Lori's stead this July. Updates were given on possible laws affecting public libraries, state aid payment disbursement, and penal fines.

Program Attendance

Intended Ages	# of Programs Offered (In-Person)	Attendees (In-Person)
Early Literacy (approx. 0-5)	7	292
Youth (approx. 6-12)	12	300
Teen (approx. 12-18)	7	103
Adult	7	84
General	1	45
Outreach & Awareness (non-Mobee)	9	342
Mobee Visits	23	858
Ingenuity Engine (All Ages)	2	16
Total	68	2040

No virtual (recorded or live) programs were offered in July. Program stats reflect in-person events only.

Ingenuity Engine One-One Appointment Stats

Number of Visits	50
Number of Unique Users	32

Reference, Collections, Deliveries, and Other

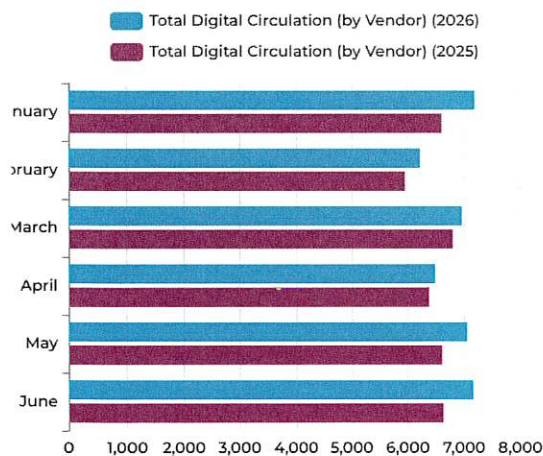
Services	July 26*
Reference Questions	2,446
CDL Delivers & Deposit Book Deliveries	22

*The Library was closed on Friday, July 4th for the Independence Day Holiday.

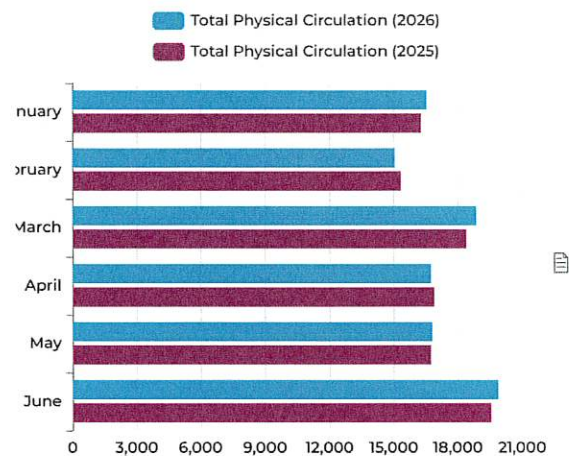
Collections

- Heavy collection maintenance continued in July. Gabrielle finished weeding the mystery collection and shifting materials to allow more space for our growing large print collection.
- At the July Board Meeting, I presented to trustees on the 2026 Request for Reconsiderations.
- Circulation of print and digital materials both increased. June (the most recently reported month) was our highest circulation of the calendar year.

Digital Circulation



Print circulation



Patron Feedback:

We received many compliments this month from library visitors!

- A patron approached the librarian on desk to thank the library for continuing to carry physical media such as DVDs because her household is trying to cut costs by removing some streaming

subscriptions. This was good feedback to have as we continue to analyze our collection space. While Book on CD circulation continues to decline, DVD circulation has not declined nearly as much.

- A Dexter patron approached staff on the desk to say that our library space was warm and welcoming and he could not wait to bring in his grandkids.
- We received compliments from two patrons who love the Community Quilt hanging in the stairwell.
- A patron was very complimentary of the Adult Summer Reading Program. She thanked the library for offering this for adults when many of the other libraries she has belonged to have not. 5 different patrons reported how exciting the Adult SRP prizes were this year (Grand Prizes included gift cards to local restaurants, Purple Rose Tickets, and even a custom bread gift basket donated by The Lakehouse Bakery.
- After receiving help printing, one patron told the reference librarian "You guys are the bomb!"

DATA SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
126	Hotspot Devices Circulated	15	11	22	19	14	20	25
2948	Public Internet - Computer Sessions	377	367	375	380	400	451	598
0	Public Internet - Wireless Logins							
ONLINE SERVICES		JAN	FEB	MAR	APR	MAY	JUN	JUL
0	Website Sessions							
0	Website Users							
24532	AUDIO Downloads Total	3495	3188	3479	3584	4216	3627	2943
13776	-- Audio: Overdrive	2304	2040	2296	2229	2482	2425	
9030	-- Audio: Hoopla	1191	1148	1183	1355	1734	1202	1217
5467	VIDEO Downloads Total	1035	942	1015	1042	452	452	529
4429	-- Video: Kanopy	860	832	900	912	312	271	342
1038	-- Video: Hoopla	175	110	115	130	140	181	187
15138	EBook Downloads Total	2345	1905	2092	1892	2220	2752	1932
10794	-- Ebook: Overdrive	1960	1608	1770	1595	1731	1860	270
2682	-- Ebook: Hoopla	385	297	322	297	489	892	
45137	TOTAL Downloads	6875	6035	6586	6518	6888	6831	5404

Don't normally post news but AI research in July has crossed the Rubicon. In the last two weeks all Frontier labs (Open AI, Anthropic, & Meta) have announced their AI have broken out of sandboxes (Testing areas for AI, no internet access) and hacked multiple companies trying to cheat their training. These companies are not valuing safety in their rush to beat Other AI companies. At the same time China attacked Taiwan with AI tools. It is the first known fully autonomous attack on government agencies. There's no government oversight or laws regulating these powerful tools. Ai research needs to be regulated or tested just like nuclear energy or virology research. Meanwhile The Trump administration has significantly scaled back operations, staff, and funding for the Cybersecurity and Infrastructure Security Agency (CISA)

<https://time.com/article/2026/07/24/openai-hugging-face-attack/>

<https://www.nytimes.com/2026/08/13/opinion/ai-danger-openai-anthropic-models.html>

<https://www.bbc.com/news/articles/c3ek3gvdnj3o>

Top stories



 CNN

Hackers used autonomous AI agents to attack Taiwan. Is this the future of cyberwarfare?

12 hours ago

 Reuters

Taiwan says it was targeted last month in AI-driven hacking campaign

17 hours ago

 Taipei Times

Taiwan targeted in AI-driven hacking campaign

4 hours ago

 Financial Times

China-linked hackers hit Taiwan in unprecedented 'autonomous' AI cyber attack

1 day ago

 The Guardian

Taiwan says it was hit by 'abnormal' AI-assisted cyber-attack | Hacking

2 hours ago

Head of Marketing & Outreach Monthly Board Report

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

Marketing & Outreach Overview:

July is a busy month of summer reading programs and activities in the library. In the marketing and outreach department, it is busy planning for fall. This includes finalizing the graphic design for promotion of this fall's exhibit, *Backstage Hollywood*, and CDL Song Fest. Additionally, I reviewed and edited the draft of the fall newsletter, and created marketing schedules to ensure all of our fall programming gets promotion on the website, in the newsletter, and in the eNews.

Outreach Overview:

Summertime brings visits to Camp Gabika and local parks to the Mobee schedule. This helps our visibility in the community and allows us to connect with young readers. Librarians set up the Summer Reading Program so that participants who visit Mobee earn activity badges that can be used to enter prize drawings.

CDL staff also took Mobee to the Detroit Book Festival where we engaged with over 500 people. We removed the regular collection from the shelves and replaced it with Little Free Library books that were supplied by the Friends of Chelsea District Library. This is great exposure for the library and a fun time for all book lovers.

Technology Outreach:

Everett helped ten patrons with technology needs in July. The range of issues include help with smart phones, email security, and assistance with both Windows and Mac devices.

Internally, Everett worked with Brandon on public computer updates.

eNews Metrics:

We sent five weekly e-newsletters in July 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
July	5	4,657	55%	20,995	10,799
Totals	31	4,657	Avg. 55.8%	128,069	68,796

Social Media Metrics:

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
July	4,177	2,000	64,400	1,275	84	6,100

Google Advertising:

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

Month	Ad Grant Spent	Website Impressions	Website Clicks	Percent of Web Traffic	Top Five Campaigns
January	\$9,465.78	14,279	1,491	16.2%	Digital Media, Cross Network Ads, Kanopy, Overdrive, Website discovery
February	\$10,153.59	11,552	1,387	17.7%	Cross Network Ads, Digital Media, Kanopy, Overdrive, Website Discovery
March	\$10,053.49	11,018	1,228	17.5%	Cross Network Ads, Digital Media, Kanopy, Website Discovery, Overdrive
April	\$10,167.91	12,570	1,213	16.7%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Catalog
May	\$10,094.56	12,681	1,274	21.3%	Cross Network Ads, Kanopy, Digital Media, Catalog, Website Discovery
June	\$9,309	12,949	1,021	19%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Local History and Genealogy
July	\$10,025.13	13,028	1,089	22.8%	Cross Network Ads, Kanopy, Digital Media, website Discovery, Overdrive

Marketing Channel Response:

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

Month	Print Newsletter	eNewsletter	Website	Social Media	Chelsea Post/ 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
July	39	17	33	2	8	16	298	144
2026 Totals								

Other miscellaneous duties:

- Attended Chamber of Commerce Business Breakfast
- Presented second Library Connections Day with Laura at Dancey House at CRC
- Met with a local community member to help a 2026 time capsule project
- Kicked off Stories of Chelsea website redesign
- Attended For Managers & Supervisors: Supporting an Inclusive Workplace for the Neurodivergent
- Built Backstage Hollywood and CDL Song Fest webpages
- Started training plan for upcoming succession plan

Circulation Supervisor's Report JULY 2026

- Circulation 20548 In July
- Patron Count- 14174 for July
- 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
- July Circulation: 84% were from Chelsea and 16% were inter-loaned items.

Libby = 5298 Hoopla = 1953 Kanopy = 325
- Registrations for July – 117 new cards; 7339 total card holders
 - *Dexter = 924 cards; Lima = 742 cards; Lyndon = 976 cards
 - *Sylvan = 1382 cards; Chelsea = 2710 cards; Nonresident = 605 cards
- Self-Check Machine for July 2275 - or 11% of total checkouts

July Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I attended the monthly Board meeting.
- I came in to empty the book drop on 7/4.
- I attended the monthly SASUG meeting and reported to direct reports.
- I held an Aide & an Assistant meeting.
- I attended a gathering with other assistants at a patron's home.
- I prepared & delivered Sharon's review.
- We received 167 tubs from TLN in July, with 7.6 being the daily average.
- We processed 48 MeLCat items for other libraries, and received 20 items for our patrons.
- We had 1610 unique patrons use the library.

Respectfully submitted,

Amy Zoran
Head of Circulation

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	769.2	800.75	674.75	675.25	588.75	482	877	28616	25543			12%			
JUL	780.5	543.6	684.2	736.6	552.75	604.75	916.75	29664	26349			13%			
AUG	0	0	0	0	111.6	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								183209	235185						
Month Avg										9%					
Self-service check outs															
	2025	2026	Days		per	Day	Charges	Items		Libby		hoopla		Kanopy	
	Totals	Totals						Added	Total	2026	2025	2026	2025	2026	2025
JAN	1289	1216	29	42	5%			846	72,273	5124	4851	1772	1470	325	292
FEB	1187	1154	26	44	5%			711	72,028	4480	4296	1685	1369	197	293
MAR	1090	1874	31	60	7%			794	72,205	5046	4926	2074	1569	309	311
APR	1313	1231	30	41	5%			744	71,281	4706	4701	1932	1425	198	259
MAY	1285	1613	29	56	7%			534	71,405	5082	4878	1814	1457	312	284
JUN	1665	2344	29	81	8%			676	71,197	5177	4881	1966	1427	290	324
JUL	1560	2275	29	78	8%			668	70,619	5298	4904	1953	1518	325	541
AUG	1289	0		0	0%			0	0	0	4801	0	1574	0	450
SEP	1087	0		0	0%			0	0	0	4535	0	1561	0	283
OCT	817	0		0	0%			0	0	0	4555	0	1657	0	395
NOV	874	0		0	0%			0	0	0	4318	0	2026	0	340
DEC	871	0		0	0%			0	0	0	4504	0	1720	0	359
Total	14327	11707			6%			4393	501,008	34913	56150	13196	8773	1956	4131
Month Avg															

Chelsea District Library												
Monthly New Registration 2026					New Registrations by Municipality							
	District	NonRes	Other	Total	Grand Total	Chelsea	Dexter	Lima	Lyndon	Sylvan		
				Month								
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	106	5	6	117	7339	47	12	16	8	23		
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	554	47	26	627	50948	232	62	63	78	119		
Monthly average												
81922												
10240.25												
Transactions												
Jul-26 % Tot												
21,966												
7658 35%												
2282 10%												
2490 11%												
2638 12%												
3655 17%												
286 1%												
599 3%												
764 3%												
480 2%												
1114 5%												
Registered Card Holders												
2017 2018 2019 2020 2021 2022 2023 2024 2025 2026												
District	7837	7753	6361	6295	5135	5228	5931	6234	6746	6734		
Chelsea	3040	3006	2478	2490	2070	2105	2355	2475	2666	2710		
Dexter	1087	1101	884	874	697	710	820	862	928	924		
Lima	996	965	802	794	634	634	694	722	785	742		
Lyndon	1302	1255	1005	970	778	770	875	909	998	976		
Sylvan	1412	1426	1192	1167	956	1009	1187	1266	1369	1382		
NonRes	575	625	562	582	414	407	477	490	577	605		
Freedom	0	1	0	0	0	3	2	3	2	2		
Sharon	107	112	104	105	88	89	94	92	100	92		
Waterloo	249	268	252	245	195	186	211	215	240	226		
Grass Lake	37	36	22	21	4	7	21	21	32	44		
Other	182	192	184	211	127	122	149	159	203	241		
Totals	8412	9689	6923	6877	5549	5635	6408	6724	7323	7339		

				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%	3889	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	28618	24618	86%	3998	14%	26983	2365	30981	
JUL	29664	25872	87%	3792	13%	28862	2990	32654	
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	183209	156555		26654		175583	19028	202237	
Month Avg	26173	22365	85%	3808	15%	25083	2718	28891	
		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	9015	12168	839						
AUG	0	0	0						
SEP	0	0	0						
OCT	0	0	0						
NOV	0	0	0						
DEC	0	0	0						
Totals	60098	68534	4146						
Month Avg	8585	9791	592						

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

August 18, 2026, Board Packet

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

Accept July donations and changes to the 2026 FY Budget.

		<u>Income Line</u>	<u>-</u>	<u>Expense Line</u>	
Mary Hellner & Skip Dewall	Non-Designated (Memory of Constance Diana Hobde)	674.120		975.100	\$50.00
Anonymous	Non-Designated	674.120		975.100	\$50.00
Nancy & Ted Neff	Equipment/Hardware/Computers	674.141		967.120	\$2,000.00
Merrill Crockett	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$50.00
Jane Zawistowski	Non-Designated	674.120		975.100	\$250.00
Jeff & Mary Caskey + Family	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$100.00
UMRC—Porter Hills Fdn.	Non-Designated	674.120		982.721	\$4,000.00
UMRC—Porter Hills Fdn.	Non-Designated	674.120		975.100	\$1,000.00
Anonymous	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$15.00
Elizabeth A & Roger L Moore	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$50.00
Mark & Julie Bauer	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$30.00
Glenn & Kathryn Buss	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$50.00
Sandra A Notten	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$25.00
Diane Redic	Non-Designated (Memory of Becky Rose Wild)	674.120		884.128	\$100.00
Sylvan Crooked Lake Assn.	Youth Collection (Memory of Mary Ann Warren)	674.101		982.920	\$100.00
Susan D Cunningham	Adult Collection	674.100		982.910	\$250.00
Susan D Cunningham	Mobee Collection	674.100		982.721	\$250.00

Sub Total: \$8,370.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	Midwest Lit Walk	674.110	884.911	\$2,000.00
Friends of CDL	Youth Summer Reading Program	674.111	884.926	\$3,000.00
Friends of CDL	Adult Summer Reading Program	674.110	884.927	\$750.00
Friends of CDL	ALI Programs	674.110	884.919	\$750.00

Sub Total: \$6,500.00

Total General Donations: \$14,870.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary	Date
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Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 18, 2026 Board Meeting

Policy 555: Credit Card Policy

Background:

The Policy Committee reviewed and revised policy 555 Credit Card Policy, presenting it to the full board in July.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Policy 555: Credit Card Policy.

Janice L. Carr, Board Secretary

Date

**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,
8/18/2026

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 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.

Janice L. Carr, Secretary

Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 18, 2026 Meeting

Policies 440 Emergency Procedures and 441 Inclement Weather

Background:

The Policy Committee has reviewed and revised policies 440 Emergency Procedures and 441 Inclement Weather, which are now ready for full Board review.

Chelsea District Library Policy & Procedure

Policy Section: 6. Facility and Equipment

Board Approval: April 19, 2016

Revised xxxx, 2026

Subject: 440 Emergency Procedures

Background:

Emergencies are unforeseen circumstances that call for immediate action. In the event of an emergency, non-staff will look to staff for direction and assistance.

Policy:

Chelsea District Library (CDL) will implement appropriate emergency **procedures** for unexpected events.

Procedure:

When an emergency of any kind occurs anywhere **at CDL**, it is the primary responsibility of library staff to ensure the safety of library patrons and **other personnel**. A secondary responsibility is to minimize the **damage to property**, but only if such actions **can be done safely**.

The **director**, in consultation with appropriate public safety authorities, will establish **CDL Emergency Practices and Procedures** to be followed in case of **any conditions** that may affect public safety. The **director** will ensure that staff is trained and drilled on a regular basis in these procedures.

When emergency circumstances require that service to the public be interrupted, restoration of library service should occur **only when the director or their designee, in consultation with public safety officials if appropriate, determines conditions to be safe**.

Janice L. Carr
Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date xxxx,2026

Chelsea District Library Policy & Procedure

Policy Section: 4. Facility and Equipment

Approved: 2/19/2013, 6,18,2019

Revised: XXXX, 2026

Subject: 441 Inclement Weather/Emergency Closings

Background:

The weather in Michigan can be unpredictable and severe. The volatile nature of the weather, as well as facility emergencies, necessitates **the establishment of methods** for dealing with sudden, hazardous conditions.

Policy:

~~Should the weather become hazardous during hours of operation, or a facility emergency occur, the director will decide if the library should be closed earlier than normal.~~

The **first priority of Chelsea District Library (CDL)** is always the safety of its staff and patrons. The decision to close, close early, or delay the opening of the library due to hazardous conditions or a facility emergency will be made by the library director or their designee.

Procedures:

In the event of hazardous conditions or a facility emergency, the director or their designee will make the decision on altering library operations. If the director **or their designee** is **not available**, supervisory staff will make the decision. If no supervisory staff is available, the board president will make the decision.

In the event that the weather turns hazardous or a facility emergency occurs overnight, the **decision on whether or not to open the library will be made as outlined above.** If the decision is not to open, staff will be notified as soon as possible.

If the library is closed due to weather or facility emergency, those staff members scheduled to work that day will be paid for their regularly scheduled hours, and may be asked by their supervisor to work from home.

If the library is to be open but a staff member chooses not to come into work, they **must** contact their supervisor as soon as possible. If the supervisor cannot be reached, the director should be notified. Staff members choosing not to come to work are required to use PTO for that day, or take it as *unpaid time off* (UPTO) if they have exhausted their PTO allotment for the year.

Staff will inform the public regarding the closure, **whenever possible.**

Personnel Responsible:

~~Library Director, Supervisory personnel~~

Janice L. Carr, Board Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet August 18, 2026 Meeting

Retirement of 420 Signs Policy

Background:

The Policy Committee has recommended merging 420 Signs with 422 Displays. Policy 420 will be retired and 422 will be renamed Displays and Signage, subject to Board approval.

COMMITTEE

INFO &

MINUTES

CDL GOVERNANCE COMMITTEE ZOOM MEETING JULY 28, 2026

MINUTES

Present: TJ Helfferich, Bob Swistock, Wendy Reinhardt

The following policy was reviewed and/or revised.

150 Open Board Meetings

Submitted: Wendy Reinhardt, Chair

CDL POLICY COMMITTEE MEETING August 4, 2026

MINUTES

Present: Aditi Fox, Claire Sandler, Jan Carr

The following policies were acted upon:

#440 Emergency Procedures – final review and sent for Action at Bod

#441 reviewed and sent for Discussion at BoD

Policies #150 Open meetings and #151 Public comment were compared and their review generated additional questions for management. Jan will follow up.

Policies #410 Child Safety and #430 Patron behavior were reviewed. Questions will be returned to management.

Policies #120 Signs and #422 Displays were reviewed. Questions generated and returned to management.

For the Future:

140 FOIA awaiting attorney's sample policy for comparison

320 Material Selection management is reviewing to add AI section to this.

#310 Request for Reconsideration

Next meeting scheduled for September 1, 2026 9am

Submitted: Janice Carr, Chair

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

Governance
Appendix #3

Approved: January 15, 2026

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

Janice L. Carr

1-15-26

Janice L. Carr, Board Secretary

Date

