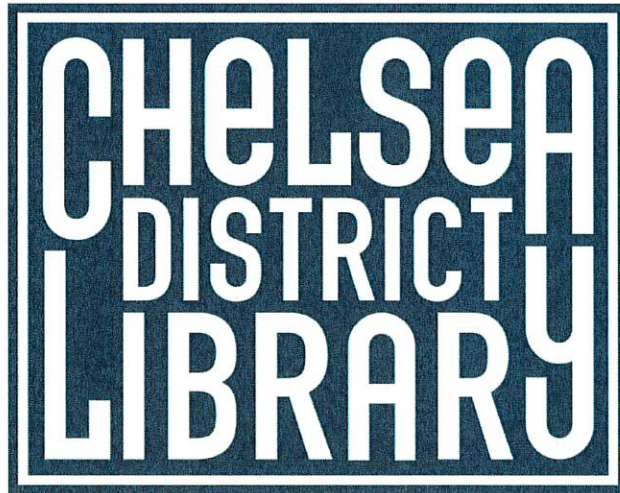


**Chelsea District Library
Board of Trustees**

Agenda and Information Packet



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

**September 15, 2026
6:45 pm**

**McKune Room at Chelsea District
Library**

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES

Tuesday, September 15, 2026—6:45 p.m.

McKune Room

AGENDA

6:45 Board Meeting

Welcome and Call to Order

Consent Agenda Approval

- Meeting Minutes
- Operational Checks
- Finance Reports

Agenda Review, Additions, and Approval

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

7:00 Public Comment

7:05 Action Items

1. Donations
2. 2027 Budget
3. Policies: 440 Emergency Procedures and 441 Inclement Weather/Emergency Closings
4. Retirement of 420 Signs Policy

7:25 Discussion Items

1. Policy 422 Displays, Banners, and Signage
2. Policies 150 Open Board Meetings and 151 Public Comment Guidelines

7:35 Reports

Policy Committee

Finance Committee

Personnel Committee

Nominating Committee

Community Outreach Committee

7:40 Communications

7:45 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 Budget Hearing Meeting**

Tuesday, August 18, 2026 6:45pm
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: Mark Sandler

Budget Hearing

W. Reinhardt called the meeting to order at 6:46 p.m. and read aloud the Public Participation at Open Meetings portion from the agenda.

Board Review of 2027 Budget:

L. Coryell started her budget presentation by going through the summary and the revenue details page. She reminded the Board that the DDA payment is no longer automatic, but that they approve it with the budget. State Aid, LCSA, and Penal Fines are estimated each year, based on the previous years and the library tries to be conservative with that estimate. L. Coryell then went page by page walking the Board through the entire proposed 2027 Budget, highlighting the lines that had a significant change in each section, with S. Powers running the laptop and moving the projection on the screen. The library is requesting \$19,000 from the Friends in 2027.

- L. Coryell asked the Board if they had any specific questions and thanked them for their budgetary overview. P. Garcia asked where to find the percentage changes for each of the budget sections.

Public Comment: None

Adjournment:

MOTION made by P. Garcia, SECONDED by B. Swistock to adjourn the meeting at 7:16 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

DRAFT

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

Tuesday, August 18, 2026 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich.

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 7:17 p.m.

Consent Agenda

MOTION made by B Swistock, SECONDED by J. Carr to approve the Consent Agenda with the July minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- August is usually a period of very few library programs, but programming this month has done remarkably well and may lead to a reevaluation of August programming.
- The Holmes Family Park facility is opening Friday and L. Coryell and S. Powers will be there on Saturday with Mobee.

Friends Report Update:

- Friends will be adding a free little library at Holmes Family Park.
- The Book Sale netted over \$950 in August, which is historically a very slow book sale month.

Public Comment: None

Action Item #1: Donations

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

All Ayes 6-0

Action Item #2: Policy 555 Credit Card Policy

MOTION made by A. Fox, SECONDED by P. Garcia to approve the revisions to policy 555 Credit Card Policy. Discussion: None

All Ayes 6-0

Discussion Item #1: Policies 440 Emergency Procedures and 441 Inclement Weather

J. Carr read through the changes that the Policy Committee has recommended for both policies.

Discussion Item #2: Retirement of Policy 420 Signs

The library's management team and the Policy Committee have agreed that it makes sense to retire policy 420 Signs and move the guidelines for signs to policy 422 Display and Solicitation in the Library, which will be renamed Displays and Signage.

Committee Reports:

Policy Committee –

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 7:34 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

FINANCE REPORTS

Chelsea District Library Monthly Check Register

August 2026

3:16 PM
09/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		08/31/2026		Service Charge	001.001 - CSB/Operations Checking		-5.20
TOTAL				Service Charge	802.100 - Admin-Fees Bank	-5.20	5.20
Bill P...	30559	08/05/2026	A Production Cleaning Comp...	17030 - CLEANING 07/19/26 - 07/08/01/26	001.001 - CSB/Operations Checking		-1,750.00
Bill	17030	08/06/2026		CLEANING 07/19/26 - 08/01/26 - date corrected 08/18 kb	803.605 - Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill P...	30560	08/05/2026	ABSOPURE	ACCT 9423998 - INV 85197648 06/29/26	001.001 - CSB/Operations Checking		-47.90
Bill	85197648	08/06/2026		07/29 BOTTLED WATER AND DELIVERY	727.100 - Supplies - General Op	-47.90	47.90
TOTAL						-47.90	47.90
Bill P...	30561	08/05/2026	Amazon Capital Services Inc	VOID:	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill P...	30562	08/05/2026	AMERICAN UNITED LIFE INS...	GROUP: G 0623836-0000-000 - AUG 08/01/2026 -08/31/...	001.001 - CSB/Operations Checking		-960.35
Bill	20260717	08/06/2026		LIFE/DISABL INS PREMIUMS - AUG 08/01/2026 -08/31/2...	710.200 - Per Svcs-Fringe Flex Ben	-960.35	960.35
TOTAL						-960.35	960.35
Bill P...	30563	08/05/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 08/07/26	001.001 - CSB/Operations Checking		-961.54
Bill	260607	08/04/2026		2026 - BOOKKEEPING TO 08/07/26	801.040 - Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill P...	30564	08/05/2026	Ballard, Linda P.	REIMBURSEMENT - VOL SUPPLIES	001.001 - CSB/Operations Checking		-38.33
Bill	26-2534-LB	07/29/2026		VOLUNTEER SUPPLIES	885.200 - Supplies	-38.33	38.33
TOTAL						-38.33	38.33
Bill P...	30565	08/05/2026	BORNEMEIER, KENT	OUTDOOR BOOK CLUB PRESENTATION 04/16/2022 C...	001.001 - CSB/Operations Checking		-150.00
Bill	26640	07/31/2026		OUTDOOR BOOK CLUB PRESENTATION 04/16/2022	884.119 - General Adult Events	-150.00	150.00
TOTAL						-150.00	150.00
Bill P...	30566	08/05/2026	CHELSEA SCHOOL DISTRICT...	2026 - FUEL 06/01 - 06/30/26	001.001 - CSB/Operations Checking		-96.97
Bill	260804	08/04/2026		2026 - JULY BILLING FOR JUNE DIESEL - 21.82 GAL @ ...	758.100 - MOBILE CDL - FUEL	-96.97	96.97

Chelsea District Library
Monthly Check Register

August 2026

Type	Numb	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-96.97	96.97
Bill P...	30567	08/05/2026	City of Chelsea	2026 STORM WATER - 06-06-12-402-040	001.001 - CSB/Operations Checking		-39.47
Bill	2026 STORM...	08/05/2026		2026 STORMWATER	920.140 - Storm Sewers	-39.47	39.47
TOTAL						-39.47	39.47
Bill P...	30568	08/05/2026	EBSCO Publishing	91011055122 ACCT # C680014, CUST ID 5026984	001.001 - CSB/Operations Checking		-6,861.38
Bill	91011055122	07/31/2026		REFERENCE TITLES	982.610 - Annual Reference	-74.14	74.14
				NEWSPAPERS	982.620 - Daily Newspapers	-2,705.10	2,705.10
				MAGAZINES	982.630 - Magazines	-3,068.04	3,068.04
				PROFESSIONAL TITLES	982.750 - Professional Collection	-1,014.10	1,014.10
TOTAL						-6,861.38	6,861.38
Bill P...	30569	08/05/2026	Envisionware Inc	INV-US-83074 - PO 26-7249-BL	001.001 - CSB/Operations Checking		-633.94
Bill	INV-US-83072	07/31/2026		ENVISIONWARE RENEWAL - ANNUAL MAINTENANCE/...	965.310 - TLN Group Contracts	-633.94	633.94
TOTAL						-633.94	633.94
Bill P...	30570	08/05/2026	Foster Swift Collins & Smith	INV 947572 - CLIENT 21969-00001	001.001 - CSB/Operations Checking		-106.80
Bill	947572	07/29/2026		EMAIL RESPONSE RE: SEVERAL LEGAL ISSUES	801.010 - Attorney	-106.80	106.80
TOTAL						-106.80	106.80
Bill P...	30571	08/05/2026	Great Lakes Ace Hardware	VOID:	001.001 - CSB/Operations Checking		0.00
TOTAL						0.00	0.00
Bill P...	30572	08/05/2026	HERRON, A	REIMBURSEMENT - YOUTH PROGRAMMING SUPPLIES	001.001 - CSB/Operations Checking		-33.90
Bill	26-1202-AH	05/04/2026		REIMBURSEMENT - YOUTH PROGRAMMING SUPPLIES	884.272 - Teen General Programs	-33.90	33.90
TOTAL						-33.90	33.90
Bill P...	30573	08/05/2026	Ingram Library Services		001.001 - CSB/Operations Checking		-4,010.59
Bill	97932294	08/06/2026		Youth Print General	982.760 - Youth Print General	-15.05	15.05
Bill	97932296	08/06/2026		Youth Print General	982.760 - Youth Print General	-20.55	20.55
Bill	97932298	08/06/2026		Mobile CDL - Youth	982.761 - Mobile CDL - Youth	-9.49	9.49
Bill	97932299	08/06/2026		Youth Print General	982.760 - Youth Print General	-23.14	23.14
Bill	97932311	08/06/2026		Youth Print General	982.760 - Youth Print General	-12.92	12.92
Bill	97932310	08/06/2026		Youth Print General	982.760 - Youth Print General	-11.31	11.31
Bill	97957867	08/06/2026		Youth Print General	982.760 - Youth Print General	-24.29	24.29
Bill	97957872	08/06/2026		Youth Print General	982.760 - Youth Print General	-22.60	22.60
Bill	97957864	08/06/2026		Youth Print General	982.760 - Youth Print General	-13.37	13.37
Bill	97957877	08/06/2026		Youth Print General	982.760 - Youth Print General	-25.18	25.18

Chelsea District Library Monthly Check Register

August 2026

3:16 PM
09/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	97957865	08/06/2026	Youth Print General		982.760 · Youth Print General	-12.17	12.17
Bill	97957871	08/06/2026	Adult Print General		982.720 · Adult Print General	-367.17	367.17
Bill	97957875	08/06/2026	Adult Print General		982.720 · Adult Print General	-91.51	91.51
Bill	97957870	08/06/2026	Adult Print General		982.720 · Adult Print General	-35.58	35.58
Bill	97957866	08/06/2026	Adult Print General		982.720 · Adult Print General	-15.69	15.69
Bill	97957876	08/06/2026	Adult Large Print		982.710 · Adult Large Print	-93.90	93.90
Bill	97957873	08/06/2026	Adult Print General		982.720 · Adult Print General	-35.58	35.58
Bill	97957869	08/06/2026	Adult Large Print		982.720 · Adult Large Print	-34.50	34.50
Bill	97957868	08/06/2026	Adult Large Print		982.720 · Adult Large Print	-22.52	22.52
Bill	97957874	08/06/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-22.52	22.52
Bill	97957915	08/06/2026	Book Club Supplies		884.128 · Book Club Supplies	-328.00	328.00
Bill	98018411	08/06/2026	Youth Print General		982.760 · Youth Print General	-9.84	9.84
Bill	98018414	08/06/2026	Youth Print General		982.760 · Youth Print General	-11.30	11.30
Bill	98018409	08/06/2026	Adult Large Print		982.710 · Adult Large Print	-117.60	117.60
Bill	98018412	08/06/2026	Adult Print General		982.720 · Adult Print General	-17.24	17.24
Bill	98018413	08/06/2026	Adult Print General		982.720 · Adult Print General	-15.66	15.66
Bill	98018410	08/06/2026	Multiple Book Copies		982.740 · Multiple Book Copies	-17.25	17.25
Bill	98018408	08/06/2026	Adult Print General		982.720 · Adult Print General	-18.91	18.91
Bill	98018417	08/06/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	98018416	08/06/2026	Adult Print General		982.720 · Adult Print General	-18.32	18.32
Bill	98018420	08/06/2026	Youth Print General		982.760 · Youth Print General	-15.98	15.98
Bill	98018419	08/06/2026	Youth Print General		982.760 · Youth Print General	-17.94	17.94
Bill	98018418	08/06/2026	Mobile CDL - Youth		982.761 · Mobile CDL - Youth	-17.94	17.94
Bill	98018415	08/06/2026	Youth Print General		982.760 · Youth Print General	-10.22	10.22
Bill	98029504	08/06/2026	Book Club Supplies		884.128 · Book Club Supplies	-96.00	96.00
Bill	98033812	08/06/2026	Youth Print General		982.760 · Youth Print General	-13.75	13.75
Bill	98033814	08/06/2026	Youth Print General		982.760 · Youth Print General	-11.81	11.81
Bill	98033813	08/06/2026	Adult Print General		982.720 · Adult Print General	-18.79	18.79
Bill	98033817	08/06/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	98033816	08/06/2026	Adult Print General		982.720 · Adult Print General	-108.94	108.94
Bill	98033818	08/06/2026	Adult Print General		982.720 · Adult Print General	-54.06	54.06
Bill	98033815	08/06/2026	Adult Print General		982.720 · Adult Print General	-13.75	13.75
Bill	98070058	08/06/2026	Adult Print General		982.720 · Adult Print General	-16.17	16.17
Bill	98070053	08/06/2026	Adult Print General		982.720 · Adult Print General	-76.02	76.02
Bill	98070066	08/06/2026	Adult Print General		982.720 · Adult Print General	-44.28	44.28
Bill	98070061	08/06/2026	Adult Print General		982.720 · Adult Print General	-19.95	19.95
Bill	98070064	08/06/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-55.19	55.19
Bill	98070060	08/06/2026	Adult Print General		982.720 · Adult Print General	-13.84	13.84
Bill	98070067	08/06/2026	Adult Large Print		982.710 · Adult Large Print	-36.90	36.90
Bill	98070068	08/06/2026	Youth Print General		982.760 · Youth Print General	-11.99	11.99
Bill	98070069	08/06/2026	Youth Print General		982.760 · Youth Print General	-11.99	11.99
Bill	98070062	08/06/2026	Youth Print General		982.760 · Youth Print General	-12.92	12.92
Bill	98070065	08/06/2026	Youth Print General		982.760 · Youth Print General	-11.84	11.84
Bill	98070059	08/06/2026	Youth Print General		982.760 · Youth Print General	-12.57	12.57
Bill	98070072	08/06/2026	Adult Print General		982.720 · Adult Print General	-40.44	40.44
Bill	98070070	08/06/2026	Adult Print General		982.720 · Adult Print General	-47.32	47.32
Bill	98070071	08/06/2026	Adult Print General		982.720 · Adult Print General	-26.24	26.24
Bill	98070073	08/06/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	98070074	08/06/2026	Adult Print General		982.720 · Adult Print General	-14.46	14.46
Bill	98070075	08/06/2026	Youth Print General		982.760 · Youth Print General	-157.24	157.24
Bill	98070076	08/06/2026	Adult Print General		982.720 · Adult Print General	-16.16	16.16
Bill	98070078	08/06/2026	Adult Print General		982.720 · Adult Print General	-16.70	16.70
Bill	98070077	08/06/2026	Adult Print General		982.720 · Adult Print General	-16.71	16.71
Bill	98087280	08/06/2026	Mobile CDL - Adult		982.721 · Mobile CDL - Adult	-48.11	48.11
Bill	98102921	08/06/2026	Adult Print General		982.720 · Adult Print General	-17.25	17.25
Bill	98102925	08/06/2026	Adult Large Print		982.710 · Adult Large Print	-59.70	59.70

Chelsea District Library
Monthly Check Register

August 2026

3:16 PM
09/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	98102920	08/06/2026	Adult Print General		982 720 · Adult Print General	-14.54	14.54
Bill	98102917	08/06/2026	Adult Print General		982 720 · Adult Print General	-20.53	20.53
Bill	98102922	08/06/2026	Adult Print General		982 720 · Adult Print General	-16.71	16.71
Bill	98102923	08/06/2026	Adult Print General		982 720 · Adult Print General	-28.73	28.73
Bill	98102918	08/06/2026	Adult Print General		982 720 · Adult Print General	-18.91	18.91
Bill	98102919	08/06/2026	Adult Print General		982 720 · Adult Print General	-17.25	17.25
Bill	98102924	08/06/2026	Youth Print General		982 760 · Youth Print General	-21.04	21.04
Bill	98102926	08/06/2026	Youth Print General		982 760 · Youth Print General	-7.19	7.19
Bill	98132124	08/06/2026	Adult Print General		982 720 · Adult Print General	-18.33	18.33
Bill	98205643	08/06/2026	Adult Large Print		982 710 · Adult Large Print	-21.90	21.90
Bill	98205642	08/06/2026	Adult Print General		982 720 · Adult Print General	-34.50	34.50
Bill	98205646	08/06/2026	Adult Print General		982 720 · Adult Print General	-17.79	17.79
Bill	98205648	08/06/2026	Adult Print General		982 720 · Adult Print General	-33.96	33.96
Bill	98205647	08/06/2026	Adult Print General		982 720 · Adult Print General	-18.32	18.32
Bill	98205654	08/06/2026	Adult Print General		982 720 · Adult Print General	-14.46	14.46
Bill	98205655	08/06/2026	Adult Large Print		982 710 · Adult Large Print	-67.56	67.56
Bill	98205651	08/06/2026	Adult Print General		982 720 · Adult Print General	-17.24	17.24
Bill	98205650	08/06/2026	Adult Print General		982 720 · Adult Print General	-16.17	16.17
Bill	98205658	08/06/2026	Adult Print General		982 720 · Adult Print General	-17.25	17.25
Bill	98205649	08/06/2026	Youth Print General		982 760 · Youth Print General	-36.60	36.60
Bill	98205652	08/06/2026	Youth Print General		982 760 · Youth Print General	-54.88	54.88
Bill	98205645	08/06/2026	Youth Print General		982 760 · Youth Print General	-12.92	12.92
Bill	98205658	08/06/2026	Youth Print General		982 760 · Youth Print General	-7.99	7.99
Bill	98205653	08/06/2026	Youth Print General		982 760 · Youth Print General	-11.30	11.30
Bill	98205657	08/06/2026	Youth Print General		982 760 · Youth Print General	-10.25	10.25
Bill	98205644	08/06/2026	Youth Print General		982 760 · Youth Print General	-15.38	15.38
Bill	98205659	08/06/2026	Youth Print General		982 760 · Youth Print General	-10.05	10.05
Bill	98205667	08/06/2026	Youth Print General		982 760 · Youth Print General	-197.86	197.86
Bill	98205661	08/06/2026	Youth Print General		982 760 · Youth Print General	-17.94	17.94
Bill	98205664	08/06/2026	Youth Print General		982 760 · Youth Print General	-8.45	8.45
Bill	98205662	08/06/2026	Adult Print General		982 720 · Adult Print General	-17.79	17.79
Bill	98205660	08/06/2026	Adult Print General		982 720 · Adult Print General	-19.95	19.95
Bill	98205666	08/06/2026	Adult Print General		982 720 · Adult Print General	-303.90	303.90
Bill	98205665	08/06/2026	Multiple Book Copies		982 740 · Multiple Book Copies	-109.30	109.30
Bill	98205669	08/06/2026	Adult Large Print		982 710 · Adult Large Print	-17.55	17.55
Bill	98205668	08/06/2026	Adult Print General		982 720 · Adult Print General	-37.07	37.07
Bill	98205663	08/06/2026	Adult Print General		982 720 · Adult Print General	-19.95	19.95
TOTAL						-4,010.59	4,010.59
Bill P...	30574	08/05/2026	Jaco Electric LLC	3256	001.001 · CSB/Operations Checking	-209.25	-209.25
Bill	3256	06/23/2026	EM LIGHT BALLAST AND OUTDOOR FLOOD LIGHT RE...		803.010 · Maint Svc Contingency	-209.25	-209.25
TOTAL						-209.25	-209.25
Bill P...	30575	08/05/2026	Johnson Controls Building S...		001.001 · CSB/Operations Checking	-3,837.15	-3,837.15
Bill	1-13805249867	07/29/2026	REPLACE PUMP MOTOR STARTER - NOT WORKING A...		803.010 · Maint Svc Contingency	-2,271.60	-2,271.60
Bill	1-138061289878	07/29/2026	REPLACE PUMP MOTOR CONTROL TRANSFORMERS ...		803.010 · Maint Svc Contingency	-1,565.55	-1,565.55
TOTAL						-3,837.15	-3,837.15
Bill P...	30576	08/05/2026	KANOPY INC	513961 · KANOPY BORROWS - JUL 2026	001.001 · CSB/Operations Checking	-325.55	-325.55

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	613961-PPU	07/31/2026		2026 - KANOPY VIDEO PLAYS - JUL	982.410 - Electronic Products/Subs	-325.55	325.55
TOTAL						-325.55	325.55
Bill P...	30577	08/05/2026	KNIGHT TECHNOLOGY GRO...		001.001 - CSB/Operations Checking		3,000.00
Bill	29183	07/31/2026		2026 JUL - DATTO CLOUD BACKUP - DISASTER RECO...	803.390 - Computers	-1,100.00	1,100.00
Bill	29398	07/31/2026		2026 AUG - DATTO CLOUD BACKUP - DISASTER RECO...	803.390 - Computers	-1,100.00	1,100.00
Bill	29312	07/31/2026		2026 ANTI-VIRUS FOR 16 DEVICES	987.200 - Equipment Software	-800.00	800.00
TOTAL						-3,000.00	3,000.00
Bill P...	30578	08/05/2026	LAW, CHRISTINE M.	LAW - YOUTH YOGA STORY TIME 08/13/26	001.001 - CSB/Operations Checking		-100.00
Bill	28-0517-JZ	07/31/2026		LAW - YOUTH YOGA STORY TIME 08/13/26	884.215 - Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill P...	30579	08/05/2026	Midwest Tape		001.001 - CSB/Operations Checking		-217.99
Bill	509078354	07/31/2026		YOUTH PLAYAWAYS	982.140 - Youth Books on Disc	-52.79	52.79
Bill	509167547	08/04/2026		APR-JUL CDs	982.420 - Music on CD	-11.99	11.99
Bill	509171831	08/04/2026		JUN-JUL BOCs	982.120 - Adult Books on Disc	-141.97	141.97
Bill	509197959	08/04/2026		APR-JUL CDs	982.420 - Music on CD	-11.24	11.24
TOTAL						-217.99	217.99
Bill P...	30580	08/05/2026	Midwest Tape - Hoopla	509220087 CUST # 2000016156	001.001 - CSB/Operations Checking		-4,329.00
Bill	509220087	07/31/2026		JULY BORROWS THROUGH 07/31/26	982.410 - Electronic Products/Subs	-4,329.00	4,329.00
TOTAL						-4,329.00	4,329.00
Bill P...	30581	08/05/2026	PLAYAWAY PRODUCTS	536816 - REPLACEMENTS	001.001 - CSB/Operations Checking		-149.98
Bill	536816	07/31/2026		REPLACEMENTS	982.485 - Playaway Views	-149.98	149.98
TOTAL						-149.98	149.98
Bill P...	30582	08/05/2026	Rotary Club of Chelsea	ROTARY - 621687 - 3RD QTR - QUARTERLY MEMBER...	001.001 - CSB/Operations Checking		-150.88
Bill	621687	07/31/2026		ROTARY DUES	989.510 - Institutional Member Rotary	-150.88	150.88
TOTAL						-150.88	150.88
Bill P...	30583	08/05/2026	SANGOMA US INC	CH192852 ACCT LO-0000247807	001.001 - CSB/Operations Checking		-487.82
Bill	CH192852	07/29/2026		PHONE SERVICE 06/26/26 - 08/25/26	850.120 - Telephone	-487.82	487.82
TOTAL						-487.82	487.82

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Bill P...	30584	08/05/2026	T-MOBILE	2026 - ACCT 975550022 - STATEMENT DATED 07/21/20...	001.001 - CSB/Operations Checking		-367.40
Bill	20260813	08/04/2026		2026 - T-MOBILE WIFI HOTSPOTS - DUE 08/13/2026 FO...	850.311 - WIFI Hotspots	-332.40	332.40
				2026 - MOBEE CELL - DUE 08/13/2026 FOR 06/21/26 - 0...	850.122 - Telecommunications - Mobile CDL	-35.00	35.00
TOTAL						-367.40	367.40
Bill P...	30585	08/05/2026	The Library Network	78213	001.001 - CSB/Operations Checking		-8,234.60
Bill	78213	07/31/2026		OVERDRIVE PLATFORM - PLATFORM AND CONTENT ...	982.411 - Ebooks / Overdrive	-4,000.00	4,000.00
				OVERDRIVE PLATFORM - DOWNLOAD DESTINATION ...	982.411 - Ebooks / Overdrive	-2,714.01	2,714.01
				OVERDRIVE PLATFORM - MAGAZINES, 08/01/26 - 07/31 ...	982.413 - Enags	-1,320.59	1,320.59
				OVERDRIVE PLATFORM - 2026 - 2027 HANDLING FEE	982.411 - Ebooks / Overdrive	-200.00	200.00
TOTAL						-8,234.60	8,234.60
Bill P...	30586	08/05/2026	The Sun Times	2026 - 5091-M	001.001 - CSB/Operations Checking		-135.00
Bill	5091-M	08/06/2026		2027 BUDGET HEARING NOTICE -	880.110 - Media Buy	-135.00	135.00
TOTAL						-135.00	135.00
Bill P...	30587	08/05/2026	UNIVERSITY OFFICE TECHN...	597840241 - ACCT #1624667 - SITE 5597587	001.001 - CSB/Operations Checking		-755.82
Bill	597840241	07/29/2026		PUBLIC COPIER LEASE - 07/01/26 - 07/31/26	803.101 - Public Copier	-241.82	241.82
				STAFF COPIER LEASE - 07/01/26 - 07/31/26	803.102 - Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 07/01/26 - 07/31/26	803.103 - Small Printer Maintenance	-76.82	76.82
TOTAL						-755.82	755.82
Bill P...	30588	08/05/2026	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-794.34
Bill	1K31-JK1K-D...	07/29/2026		COMPUTER PARTS	967.120 - Computers	-95.40	120.37
Bill	13LD-7F37-G3NL	07/29/2026		ELKAY BOTTLE STATION FILTERS	727.100 - Supplies - General Op	-171.76	171.76
Bill	146D-6J79-9MK4	07/31/2026		PARADE CANDY	880.436 - Mobile Promotions	-54.99	54.99
Bill	13GV-13HV-1K...	07/31/2026		LABEL MAKER TAPE	884.126 - General Adult Programs	-19.99	19.99
Bill	13XM-PXTH-9F...	08/04/2026		TONER CARTRIDGES	967.120 - Computers	-105.22	105.22
Bill	1DYN-MVK4-1...	08/05/2026		COMPUTER TOOLS	967.120 - Computers	-215.18	215.18
Bill	1DQJ-31DD-X...	08/05/2026		AUG WATERCOLOR WORKSHOP SUPPLIES	884.126 - General Adult Programs	-131.80	131.80
TOTAL						-794.34	819.31
Bill P...	30589	08/05/2026	Great Lakes Ace Hardware	2026 - INV 20020/154 - ACCT 200379	001.001 - CSB/Operations Checking		-18.99
Bill	20020/154	07/29/2026		WEATHERPROOF ELECTRICAL BOX - READING GARD...	732.300 - Supplies-MNT-General	-18.99	37.98
TOTAL						-18.99	37.98
Bill P...	30590	08/05/2026	Great Lakes Ace Hardware	2026 - 19907/154 - ACCT 200379	001.001 - CSB/Operations Checking		-39.44
Bill	19907/154	07/31/2026		GLUE, MORE GLUE AND PANEL NAILS	884.602 - Technology Programs - Supplies	-39.44	39.44

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TOTAL						-39.44	39.44
Bill P...	30591	08/06/2026	MC creative design & photogr...		001.001 - CSB/Operations Checking		-2,325.00
Bill	868	08/06/2026		2026 - MITA2026 PRINT MATERIALS	880.521 - Graphic Design Services	-325.00	325.00
Bill	869	08/06/2026		2026 - FALL NEWLETTER	880.521 - Graphic Design Services	-2,000.00	2,000.00
TOTAL						-2,325.00	2,325.00
Bill P...	30592	08/19/2026	5 Healthy Towns Foundation	AD - FALL 2026	001.001 - CSB/Operations Checking		-400.00
Bill	1400	08/19/2026		AD - FALL 2026	880.110 - Media Buy	-400.00	400.00
TOTAL						-400.00	400.00
Bill P...	30593	08/19/2026	A Production Cleaning Comp...		001.001 - CSB/Operations Checking		-2,150.00
Bill	17048	08/18/2026		CLEANING 08/02/26 - 08/15/26	803.605 - Janitorial	-1,750.00	1,750.00
Bill	17000	08/18/2026		CARPET TRAFFIC AREA CLEANING 07/11	803.605 - Janitorial	-400.00	400.00
TOTAL						-2,150.00	2,150.00
Bill P...	30594	08/19/2026	Amazon Capital Services Inc		001.001 - CSB/Operations Checking		-983.65
Bill	1W4V-T4C7-H...	08/17/2026		SRP	884.226 - Summer Reading	-103.91	103.91
Bill	161X-L8P-QJK	08/17/2026		3D PRINTER RESIN	884.602 - Technology Programs - Supplies	-18.99	18.99
Bill	1TLW-3TCJ-JR...	08/17/2026		TONER, TOOLS, HUB	967.120 - Computers	-133.82	133.82
Bill	19NL-M1HT-YX...	08/17/2026		Multiple Book Copies	982.740 - Multiple Book Copies	-15.95	15.95
Bill	1YXW-YGDF-9...	08/17/2026		Summer Reading	884.226 - Summer Reading	-59.90	59.90
Bill	1FMN-CYNQ-V...	08/17/2026		Youth Print General	982.760 - Youth Print General	-12.60	12.60
Bill	1DXF-64FR-6X...	08/18/2026		Videogames	982.490 - Videogames	-27.50	27.50
Bill	1LHM-6NRN-W...	08/19/2026		Technology Programs - Supplies	884.602 - Technology Programs - Supplies	-25.36	25.36
Bill				Adult Print General	982.720 - Adult Print General	-29.94	29.94
Bill				CARTONS OF COPY PAPER, QTY 8	727.100 - Supplies - General Op	-345.52	345.52
Bill				RED ROPES AND STAR GARLAND	880.311 - Exhibits	-60.66	60.66
Bill				OPEN HOUSE CANDY	880.441 - General Service/Resource Promo	-149.50	149.50
TOTAL						-983.65	983.65
Bill P...	30595	08/19/2026	American Library Association...	2627 - LAURA BROWN Membership #2010000 11/01/2...	001.001 - CSB/Operations Checking		-125.00
Bill	2010000	08/17/2026		2627 - LAURA BROWN Membership #2010000 11/01/20...	969.320 - Information Services	-125.00	125.00
TOTAL						-125.00	125.00
Bill P...	30596	08/19/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 08/21/26	001.001 - CSB/Operations Checking		-961.54
Bill	260821	08/17/2026		2026 - BOOKKEEPING TO 08/21/26	801.040 - Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill P...	30597	08/19/2026	BLICK ART MATERIALS	INV 8455213, ACCOUNT NO. 3172480	001.001 - CSB/Operations Checking		-563.50

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Bill	8455213	08/17/2026		EXHIBIT DISPLAY MATERIALS	884.801 - Exhibits	-563.50	563.50
TOTAL						-563.50	563.50
Bill P...	30598	08/19/2026	Blue Care Network of Michigan	2026 - GROUP 00277063 SUBGROUP 0002 - COVERAG...	001.001 - CSB/Operations Checking	-3,924.05	-3,924.05
Bill	262200011586	08/18/2026		SEP HEALTH INSURANCE COVERAGE, SEP 09/01 - 0...	710.200 - Per Svcs-Finge Flex Ben	-3,924.05	3,924.05
TOTAL						-3,924.05	3,924.05
Bill P...	30599	08/19/2026	CHELSEA SCHOOL DISTRIC...	2026 - FUEL 06/01 - 07/31/26	001.001 - CSB/Operations Checking	-113.48	-113.48
Bill	260812	08/17/2026		2026 - JULY BILLING FOR JULY DIESEL - 32.48 GAL @ ...	758.100 - MOBILE CDL - FUEL	-113.48	113.48
TOTAL						-113.48	113.48
Bill P...	30600	08/19/2026	Cintas Corporation-300	4278431048 ACCT# 14203324	001.001 - CSB/Operations Checking	-171.36	-171.36
Bill	4278431048	08/18/2026		2026 - CLEANING SUPPLIES/ISOAP	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 P...	30601	08/19/2026	City of Chelsea	2026 JULY TRASH	001.001 - CSB/Operations Checking	-40.00	-40.00
Bill	22659	08/18/2026		2026 JULY TRASH	803.620 - Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill P...	30602	08/19/2026	City of Chelsea-Elect & Water	2026 - JUL - 06/30 - 07/31/2026 - UTILITIES: ELECTRICI...	001.001 - CSB/Operations Checking	-9,419.47	-9,419.47
Bill	20260810	08/19/2026		2026 - WATER - JUL - 06/30 - 07/31/2026	920.110 - City of Chelsea Water	-91.87	91.87
				2026 - SEWER - JUL - 06/30 - 07/31/2026	920.120 - City of Chelsea Sewer	-174.88	174.88
				2026 - ELECTRICITY - JUL - 06/30 - 07/31/2026	920.130 - City of Chelsea Electric	-8,776.59	8,776.59
				2026 - SPRINKLER - JUL - 06/30 - 07/31/2026	920.150 - City of Chelsea Sprinkler	-317.27	317.27
				2026 - MoBee/GARAGE - JUL - 06/30 - 07/31/2026	920.131 - MoBee - Garage electricity	-88.86	88.86
TOTAL						-9,419.47	9,419.47
Bill P...	30603	08/19/2026	Constellation NewEnergy-Ga...		001.001 - CSB/Operations Checking	-768.43	-768.43
Bill	4632513	08/19/2026		JUN 05/22 - 06/17/26	920.200 - Natural Gas Utilities	-523.85	523.85
Bill	4660244	08/19/2026		JUL 06/18 - 07/21/26	920.200 - Natural Gas Utilities	-244.58	244.58
TOTAL						-768.43	768.43
Bill P...	30604	08/19/2026	Costco Anywhere Visa	MEMBER 112007369621 - 08/18 STMT - CARD ENDING ...	001.001 - CSB/Operations Checking	-1,011.33	-1,011.33
Bill	3253	08/19/2026		CONCRETE CHELSEA BOARD SHOP - DOG DAYS OF ...	880.431 - General Library Prog Promotion	-434.00	434.00
				COSTCO - CANDY FOR FAIR PARADE, PROMOTION	880.436 - Mobile Promotions	-499.80	499.80
				LOS TRES AMIGOS - MTG TO DISCUSS 2027 BUDGET ...	960.200 - Director Expense	-30.88	30.88

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LOS TRES AMIGOS - MTG TO DISCUSS PROGRAMMIN...					960.200 · Director Expense	-46.65	46.65
TOTAL						-1,011.33	1,011.33
Bill P...	30605	08/19/2026	CTS Companies	CW133938, ACCT NO. CHE021	001.001 · CSB/Operations Checking		-1,662.23
Bill	CW133938	08/17/2026		WIRING INFRASTRUCTURE	967.140 · Wiring / Infrastructure	-1,662.23	1,662.23
TOTAL						-1,662.23	1,662.23
Bill P...	30606	08/19/2026	Demco Inc.	2026 - INV 7841503 - BILLING CUSTOMER 210215162	001.001 · CSB/Operations Checking		-130.80
Bill	7841503	08/19/2026		MISC SUPPLIES	728.300 · Supplies-Matl Proc Other	-97.24	97.24
				BOOKMARKS FOR CIRC AND CSD OPEN HOUSE	884.227 · Outreach	-33.56	33.56
TOTAL						-130.80	130.80
Bill P...	30607	08/19/2026	Dollar Bill Printing	DB-113163-INV	001.001 · CSB/Operations Checking		-39.33
Bill	DB-113163-INV	08/19/2026		BUSINESS CARDS - SALVIA	880.340 · Printed Items / Stationary	-39.33	39.33
TOTAL						-39.33	39.33
Bill P...	30608	08/19/2026	Foster Swift Collins & Smith	INV 948051 - CLIENT 21969-00001	001.001 · CSB/Operations Checking		-560.70
Bill	948051	08/17/2026		RESPONSE RE: SUCCESSION PLANNING - PUBLIC PA...	801.010 · Attorney	-560.70	560.70
TOTAL						-560.70	560.70
Bill P...	30609	08/19/2026	Ingram Library Services		001.001 · CSB/Operations Checking		-1,085.66
Bill	98237081	08/17/2026		Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	98237079	08/17/2026		Youth Print General	982.760 · Youth Print General	-10.79	10.79
Bill	98237083	08/17/2026		Adult Large Print	982.710 · Adult Large Print	-19.84	19.84
Bill	98237082	08/17/2026		Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-19.84	19.84
Bill	98237080	08/17/2026		Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	98233220	08/17/2026		Youth Print General	982.760 · Youth Print General	-25.46	25.46
Bill	98269826	08/17/2026		Youth Print General	982.760 · Youth Print General	-12.78	12.78
Bill	98263039	08/17/2026		Youth Print General	982.760 · Youth Print General	-63.94	63.94
Bill	98283041	08/17/2026		Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	98283040	08/17/2026		Adult Print General	982.720 · Adult Print General	-71.23	71.23
Bill	98283042	08/17/2026		Adult Print General	982.720 · Adult Print General	-83.95	83.95
Bill	98303165	08/17/2026		Youth Print General	982.760 · Youth Print General	-17.61	17.61
Bill	98303154	08/17/2026		Youth Print General	982.760 · Youth Print General	-8.78	8.78
Bill	98303169	08/17/2026		Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	98303168	08/17/2026		Youth Print General	982.760 · Youth Print General	-15.59	15.59
Bill	98303162	08/17/2026		Youth Print General	982.760 · Youth Print General	-22.06	22.06
Bill	98303184	08/17/2026		Youth Print General	982.760 · Youth Print General	-10.22	10.22
Bill	98303167	08/17/2026		Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	98303166	08/17/2026		Adult Print General	982.720 · Adult Print General	-48.51	48.51
Bill	98303168	08/17/2026		Adult Print General	982.720 · Adult Print General	-48.03	48.03
Bill	98303157	08/17/2026		Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	98303155	08/17/2026		Adult Print General	982.720 · Adult Print General	-17.57	17.57

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Bill	98303156	08/17/2026	Adult Print General		982.720 - Adult Print General	-36.66	36.66
Bill	98303163	08/17/2026	Adult Print General		982.720 - Adult Print General	-14.46	14.46
Bill	98303180	08/17/2026	Adult Print General		982.720 - Adult Print General	-19.95	19.95
Bill	98303181	08/17/2026	Mobile CDL - Adult		982.721 - Mobile CDL - Adult	-17.25	17.25
Bill	98303169	08/17/2026	Adult Print General		982.720 - Adult Print General	-17.25	17.25
Bill	98362984	08/17/2026	Adult Print General		982.720 - Adult Print General	-30.66	30.66
Bill	98362981	08/17/2026	Multiple Book Copies		982.740 - Multiple Book Copies	-75.72	75.72
Bill	98362979	08/17/2026	Mobile CDL - Adult		982.721 - Mobile CDL - Adult	-32.61	32.61
Bill	98362975	08/17/2026	Adult Print General		982.720 - Adult Print General	-17.25	17.25
Bill	98362976	08/17/2026	Adult Print General		982.720 - Adult Print General	-32.33	32.33
Bill	98362985	08/17/2026	Adult Large Print		982.710 - Adult Large Print	-22.52	22.52
Bill	98362982	08/17/2026	Adult Print General		982.720 - Adult Print General	-17.81	17.81
Bill	98362978	08/17/2026	Adult Print General		982.720 - Adult Print General	-19.41	19.41
Bill	98362988	08/17/2026	Adult Print General		982.720 - Adult Print General	-31.71	31.71
Bill	98362986	08/17/2026	Adult Print General		982.720 - Adult Print General	-18.86	18.86
Bill	98362987	08/17/2026	Mobile CDL - Adult		982.721 - Mobile CDL - Adult	-17.25	17.25
Bill	98389074	08/17/2026	Mobile CDL - Adult		982.721 - Mobile CDL - Adult	-17.25	17.25
TOTAL						-1,085.66	1,085.66
							-4,943.04
Bill P...	30610	08/19/2026	KeyBank	A/C Ending3195 07/10 - 08/09/26 DUE 09/06/2026...	001.001 - CSB/Operations Checking		
Bill	20260906	08/17/2026		CHelsea WELLNESS - JUL HEALTH STIPEND, MEMBE...	969.620 - Staff In-Service & Appreciation	-154.72	155.00
				ROTO-ROOTER PLUMBERS - WORK ROOM SINK CLO...	803.010 - Maint Svc Contingency	-324.42	325.00
				META - MITA2026, ON-LINE ADS	880.110 - Media Buy	-33.01	33.08
				4ALL PROMOS - SCHOOL OPEN HOUSE SWAG	880.421 - General Youth/Teen Promotion	-442.10	442.90
				MENARDS - D&D SNACKS/CANDY (\$29.94 + \$52.73 + \$...	884.226 - Summer Reading	-29.88	29.94
				MENARDS - CANDY BALL CANDY (\$29.94 + \$52.73 + \$1...	884.227 - Outreach	-52.64	52.73
				MENARDS - PROGRAMMING CANDY (\$29.94 + \$52.73 ...	884.272 - Teen General Programs	-14.82	14.84
				COUNTY OF WASHTENAW - PROPERTY RECORDS F...	982.610 - Local History Preservation	-4.80	4.80
				DOLLARTREE - SUPPLIES	884.226 - Summer Reading	-45.75	45.83
				HARMAN (JBL) - SPEAKER AC ADAPTER REPLACEMENT...	884.222 - General Youth Programs	-42.32	42.39
				MICHAELS - REC IT TUESDAY SUPPLIES	884.226 - Summer Reading	-28.78	28.83
				KROGER - D&D (\$8.39 + \$11.58 = \$19.97)	884.226 - Summer Reading	-8.37	8.39
				ZOU ZOU'S - REC IT TUESDAY (\$8.39 + \$11.58 = \$19.97)	884.226 - Summer Reading	-11.56	11.58
				ZOU ZOU'S - EXTRA SRP GIFT CARDS FOR ADULT SR...	884.121 - Adult Event Supplies	-99.82	100.00
				WASHTENAW COUNTY PARKS - \$100 GIFT CARD FOR...	884.226 - Summer Reading	-99.82	100.00
				GRATEFUL CROW - SRP GRAND PRIZE (\$100 GIFT CA...	884.927 - Adult Prog Rest Gifts SRP	-103.00	103.18
				CLEARYS PUB - SUMMER READING GRAND PRIZE (\$1...	884.927 - Adult Prog Rest Gifts SRP	-99.82	100.00
				AGRICOLE - SRP GRAND PRIZE	884.927 - Adult Prog Rest Gifts SRP	-99.82	100.00
				COTTAGE INN - PIZZA FOR D&D	884.276 - Teen Event Supplies	-58.08	58.19
				SMOKEHOUSE 52 - SRP GRAND PRIZE	884.927 - Adult Prog Rest Gifts SRP	-102.82	103.00
				COMMON GRILL - ADULT SRP GRAND PRIZE	884.927 - Adult Prog Rest Gifts SRP	-99.82	100.00
				TARGET - GRAND PRIZE (\$100.00 + \$58.13 = \$158.13)	884.277 - Teen Summer Reading	-99.82	100.00
				TARGET - TEEN FINALE SRP (\$100.00 + \$58.13 = \$158...	884.226 - Summer Reading	-58.02	58.13
				MEIJER - TEEN FINALE SNACKS/PRIZES (\$263.63 + \$1...	884.226 - Summer Reading	-51.57	51.66
				COTTAGE INN - TEEN FINALE PIZZA (\$263.63 + \$16.04 ...	884.277 - Teen Summer Reading	-263.16	263.63
				COTTAGE INN - PIZZA OVERAGE	884.226 - Summer Reading	-16.04	16.04
				LOWE'S - ROCKS	884.226 - Summer Reading	-27.47	27.52
				SPORTS ILLUSTRATED - SUBSCRIPTION	982.630 - Magazines	-21.16	21.20
				SPORTS ILLUSTRATED KIDS - SUBSCRIPTION	982.630 - Magazines	-21.16	21.20
				AGRICOLE - GIFT CARD	884.126 - General Adult Programs	-24.96	25.00
				PET SUPPLIES PLUS - PROGRAMMING	884.126 - General Adult Programs	-84.50	84.65
				MICHAELS - MAKERSPACE SUPPLIES	884.602 - Technology Programs - Supplies	-16.95	16.95
				ZOU ZOU'S - LUNCH FOR MITA MUSICIANS	884.962 - Music in the Air - Restricted	-37.67	37.74
				ZOU ZOU'S - LUNCH FOR MITA MUSICIANS	884.962 - Music in the Air - Restricted	-7.79	7.81

Chelsea District Library
Monthly Check Register

August 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill P...	30611	08/19/2026	Mid-America Arts Alliance	COMMON GRILL - MITA MUSICIANS, BRUNCH	884.962 - Music in the Air - Restricted	-120.82	120.84
				WEBERS - MITA MUSICIAN ACCOMODATIONS (\$435.04)	884.412 - Music in the Air	-435.04	435.04
				WEBERS - MITA MUSICIAN ACCOMODATIONS	884.412 - Music in the Air	-375.15	375.82
				WEBERS - MITA MUSICIAN ACCOMODATIONS (\$435.04)	884.412 - Music in the Air	-41.43	41.50
				GOLDEN LIMOUSINE - MITA TRANSPORTATION	884.962 - Music in the Air - Restricted	-164.71	165.00
				GODADDY.COM - WEBSITE HOSTING	803.395 - Website Hosting & Service	-24.15	24.19
				ZOOM VIDEO - VIDEO CONFERENCING SOFTWARE S...	967.200 - Equipment Software	-39.43	39.50
				ERICSSON CRADLEPOINT - NETCLOUD RENEWAL 10/...	803.390 - Computers	-212.62	213.00
				LOS TRES AMIGOS -	969.620 - Staff In-Service & Appreciation	-76.93	77.07
				TIM HORTONS - SUPPLIES FOR DETROIT BOOK FESTI...	999.620 - Staff In-Service & Appreciation	-14.97	14.99
				CLEARY'S - CHALLENGED MATERIALS MTG - L CORYE...	999.620 - Staff In-Service & Appreciation	-91.22	91.38
				CHELSEA BAKERY - COMMUNITY PICNIC SUPPLIES	884.126 - General Adult Programs	-129.57	129.80
				ZOU ZOU'S - SRP ADULT CARDS	884.121 - Adult Event Supplies	-264.53	265.00
				CELESTIAL GASTRONOMY, LAKEHOUSE BAKERY - CO...	884.126 - General Adult Programs	-91.84	92.00
Bill P...	30612	08/19/2026	Midwest Tape	ZOU ZOU'S - COMMUNITY PICNIC SUPPLIES	884.126 - General Adult Programs	-145.52	145.78
				POLLYS - SUPPLIES FOR SUMMER OUTREACH	884.226 - Summer Reading	-29.70	29.75
				TOTAL		-4,943.04	4,951.87
Bill P...	30613	08/19/2026	Print-Tech Inc.	2026 - FINAL PAYMENT - BACKSTAGE HOLLYWOOD - ...	001.001 - CSB/Operations Checking	-5,475.00	-5,475.00
				2026 - FINAL PAYMENT - BACKSTAGE HOLLYWOOD - ...	884.801 - Exhibits	-5,475.00	5,475.00
				TOTAL		-5,475.00	5,475.00
Bill P...	30614	08/19/2026	RK Studios	001.001 - CSB/Operations Checking		-590.81	-590.81
				MAY-JUL NF	982.470 - DVD Non-Fiction	-62.22	62.22
				JUL FEATURE ADULT	982.460 - DVD Feature	-369.66	369.66
				JUN FEATURE	982.460 - DVD Feature	-43.49	43.49
				MAY-JUL NF	982.470 - DVD Non-Fiction	-14.99	14.99
				AUG FEATURE FILMS	982.460 - DVD Feature	-20.24	20.24
				JUL FEATURE FILMS, ADULTS	982.460 - DVD Feature	-80.22	80.22
				TOTAL		-590.81	590.81
Bill P...	30615	08/19/2026	SMART BUSINESS SOURCE	284232	001.001 - CSB/Operations Checking	-5,258.76	-5,258.76
				2026 FALL NEWLETTER	880.240 - Newsletter	-5,258.76	5,258.76
				TOTAL		-5,258.76	5,258.76
Bill P...	30616	08/19/2026	WO-297719-1	08/10/2026 LETTER - \$412.50	001.001 - CSB/Operations Checking	-412.50	-412.50
				MITA2026 & COMMUNITY PICNIC	880.522 - Photography Services	-412.50	412.50
				TOTAL		-412.50	412.50
Bill P...	30617	08/19/2026	WO-297719-1	001.001 - CSB/Operations Checking		-123.08	-123.08
				GENERAL SUPPLIES	727.100 - Supplies - General Op	-123.08	123.08
				TOTAL		-123.08	123.08

Chelsea District Library
Monthly Check Register
August 2026

3:16 PM
09/02/26

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-123.08	123.08
Bill P...	30616	08/19/2026	Unique Management Services...	2026 - 6162454 CLIENT # 1954 - COLLECTION FEES (P...	001.001 - CSB/Operations Checking		44.75
Bill	6162454	08/17/2026		2026 JUL - COLLECTION FEES (PLACEMENTS)	601.090 - Collection Fees	-44.75	44.75
TOTAL						-44.75	44.75
Bill P...	30617	08/19/2026	Verizon Wireless	INV 6149754104 - ACCT 442098695-00001 - 06/29 - 07/2...	001.001 - CSB/Operations Checking		685.65
Bill	6149754104	08/17/2026		HOT SPOTS - 06/29 - 07/28/26 PG 3 (07/29 - 08/28/26 - P...	850.311 - WiFi Hotspots	-605.63	605.63
				MOBEE INTERNET - 06/29 - 07/28/26 PG 3 (07/29 - 08/2...	850.312 - Internet/Service - Mobile CDL	-40.01	40.01
				IT CELL PHONE - 06/29 - 07/28/26 PG 3 (07/29 - 08/28/2...	850.121 - IT Cell Phone	-40.01	40.01
TOTAL						-685.65	685.65
Bill P...	30618	08/19/2026	Great Lakes Ace Hardware		001.001 - CSB/Operations Checking		-226.68
Bill	20055154	08/17/2026		TSG FINALE SUPPLIES	884.265 - YSG Recognition	-116.15	116.15
Bill	19997164	08/19/2026		SUPPLIES	884.602 - Technology Programs - Supplies	-110.53	110.53
TOTAL						-226.68	226.68
Bill P...	ACH08042026	08/04/2026	Reading2Connect	INV 608 - READING 2 CONNECT LIBRARY PROGRAM ...	001.001 - CSB/Operations Checking		-2,250.00
Bill	608	08/04/2026		READING 2 CONNECT LIBRARY PROGRAM	982.721 - Mobile CDL - Adult	-2,250.00	2,250.00
TOTAL						-2,250.00	2,250.00
Bill P...	ACH08052026	08/04/2026	EMPPOWER	PAYROLL #16 - 07/19/26 - 08/01/26 PAID 08/07/26 - AC...	001.001 - CSB/Operations Checking		-6,593.39
Bill	07192026	08/04/2026		07/19/26 - 08/01/26 PAID 08/07/26 - ACH PAID 08/05/26 ...	231.002 - Payroll Lia/401A MitchER	-2,009.20	2,009.20
				07/19/26 - 08/01/26 PAID 08/07/26 - ACH PAID 08/05/26 ...	702.300 - Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				07/19/26 - 08/01/26 PAID 08/07/26 - ACH PAID 08/05/26 ...	710.500 - Per Svcs - Fringe B ER	-898.92	898.92
				07/19/26 - 08/01/26 PAID 08/07/26 - ACH PAID 08/05/26 ...	702.303 - Per Svcs - EE - Fringe Ben/Roth	-655.56	655.56
TOTAL						-6,593.39	6,593.39
Bill P...	ACH08212026	08/18/2026	EMPPOWER	PAYROLL #17 - 08/02/26 - 08/15/26 PAID 08/21/26 - AC...	001.001 - CSB/Operations Checking		-6,593.39
Bill	08022026	08/18/2026		08/02/26 - 08/15/26 PAID 08/21/26 - ACH PAID 08/20/26 ...	231.002 - Payroll Lia/401A MitchER	-2,009.20	2,009.20
				08/02/26 - 08/15/26 PAID 08/21/26 - ACH PAID 08/20/26 ...	702.300 - Per Svcs - Retmnt - EE	-3,029.71	3,029.71
				08/02/26 - 08/15/26 PAID 08/21/26 - ACH PAID 08/20/26 ...	710.500 - Per Svcs - Fringe B ER	-898.92	898.92
				08/02/26 - 08/15/26 PAID 08/21/26 - ACH PAID 08/20/26 ...	702.303 - Per Svcs - EE - Fringe Ben/Roth	-655.56	655.56
TOTAL						-6,593.39	6,593.39

7.0
CHELSEA DISTRICT LIBRARY
Fund Balances
August 31, 2026

General Fund

LOCAL BANKS BALANCES

Checking Account/ Chelsea State Bank	001.001	\$206,673.57		
Paypal Account	003.002	\$395.00	-\$5,888.42	\$200,785.15
Cash on Hand		<u>\$207,068.57</u>	<u>\$600.00</u>	<u>\$995.00</u>
			<u><u>-\$5,288.42</u></u>	<u><u>\$201,780.15</u></u>

Ameriprise Account

MMF - Interest and earnings	017.003	\$1,490,759.85	10,463.55	\$1,501,223.40
MMF - Deposits and withdrawals	017.003	\$0.00	-\$200,000.00	-\$200,000.00
Fixed Income Fund	017.004	\$1,535,389.15	\$171.40	\$1,535,560.55
		<u>\$3,026,149.00</u>	<u>-\$189,365.05</u>	<u>\$2,836,783.95</u>

Investment Partners Total

Total General Fund

		<u>\$3,233,217.57</u>	<u>-\$194,653.47</u>	<u>\$3,038,564.10</u>
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8.1

Ameriprise August 31, 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	\$10,463.55	\$171.40	-\$200,000.00	\$2,836,651.95
09/30/26	\$2,836,651.95	\$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	\$71,817.31	-\$4,218.29	-\$800,000.00	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

Chelsea District Library
Donation and Restricted
January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
539.000 · State Grants	1,677		
674.000 · Revenue Contribution & Donation			
674.100 · Designated Adult Collection	700	730	(30)
674.101 · Designated Youth Collection	100	150	(50)
674.103 · Restricted Local History/Perser	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	9,515	13,790	(4,275)
674.141 · Designated Technology	2,000	5,000	(3,000)
674.143 · Designated Maintenance	100		
674.150 · Continuing Education Restricted	950	750	200
Total 674.000 · Revenue Contribution & Donation	30,165	40,470	(10,305)
Total Income	31,842	40,470	(8,628)
Gross Profit	31,842	40,470	(8,628)
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			
884.110 · Programs - Adult			
884.111 · Midwest Literary Walk			
884.911 · Adult Prog Rest Gifts MWest LW	1,661	2,000	(339)
Total 884.111 · Midwest Literary Walk	1,661	2,000	(339)
884.116 · Purple Rose Concert Readings			
884.916 · Aud Prg. Rst. Gifts Purple Rose	0	1,750	(1,750)
Total 884.116 · Purple Rose Concert Readings	0	1,750	(1,750)
Total 884.110 · Programs - Adult	1,661	3,750	(2,089)
884.120 · Adult Supplies			
884.127 · SRP Supplies			
884.927 · Adult Prog Rest Gifts SRP	502	750	(248)
Total 884.127 · SRP Supplies	502	750	(248)
Total 884.120 · Adult Supplies	502	750	(248)
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0

Chelsea District Library
Donation and Restricted
January through August 2026

	Jan - Aug 26	Budget	\$ Over Budget
Total 884.211 · Authors In Chelsea	2,000	2,000	0
884.212 · General Youth Programs			
884.922 · Youth Prog Rest Gifts Genl	0	250	(250)
Total 884.212 · General Youth Programs	0	250	(250)
Total 884.210 · Youth Speakers	2,000	2,250	(250)
884.220 · Youth Supplies			
884.226 · Summer Reading			
884.926 · Youth Prog Rest Gifts SRP	4,521	3,750	771
Total 884.226 · Summer Reading	4,521	3,750	771
Total 884.220 · Youth Supplies	4,521	3,750	771
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	0	2,000	(2,000)
884.962 · Music in the Air - Restricted	10,127	10,000	127
Total 884.400 · Music Focus	10,127	12,000	(1,873)
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
Total 884.000 · Programming	19,811	23,500	(3,689)
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	104	480	(376)
982.920 · Youth Collection Restricted	0	150	(150)
Total 982.000 · Collection Expense	104	930	(826)
Total Expense	20,236	28,180	(7,944)
Net Ordinary Income	11,606	12,290	(684)
Net Income	11,606	12,290	(684)

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
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	0	2,508,690	2,516,825	(8,135)	100%
539,000 - State Grants	0	0	0	0	0	1,677	0	0	0	0	0	0	1,677	67,700	19,380	129%
540,000 - State Aid	0	0	78,197	0	0	0	0	8,883	0	0	0	0	87,080	2,260	2,871	227%
569,000 - State Grants - Other	0	0	2,260	0	2,871	0	0	0	0	0	0	0	5,131	8,000	4,401	155%
574,100 - Penal Fines	0	0	0	0	0	0	12,401	0	0	0	0	0	12,401	1,000	0	100%
588,000 - PRIVATE GRANTS	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000	4,000	160	104%
645,100 - Copiers & Printers	0	494	1,365	433	559	429	422	458	0	0	0	0	3,542	4,000	(458)	89%
657,100 - Non-Resident Fees	0	125	3,261	0	0	156	156	0	0	0	0	0	705	1,000	(295)	71%
657,200 - ILL Fees/Collection Agency Rec	75	61	77	43	23	35	30	28	0	0	0	0	372	70,000	(8,646)	88%
665,000 - Bank Interest	4,746	11,656	5,501	11,289	10,624	9,219	8,319	0	0	0	0	0	61,354	70,000	(8,646)	88%
665,100 - Investment Gains/Losses	(785)	319	(2,339)	(255)	(540)	(657)	(132)	0	0	0	0	0	(4,389)	6,025	(10,305)	75%
669,000 - Investment Value Change	0	0	0	751	0	1,274	4,000	1,100	0	0	0	0	30,165	40,470	(10,305)	75%
671,000 - Misc Income & Refunds	1,400	1,050	50	2,110	7,085	2,500	14,870	1,100	0	0	0	0	2,717,913	2,715,255	2,658	100%
674,000 - Revenue Contribution & Donation	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	10,514	0	0	0	0	2,717,913	2,715,255	2,658	100%
Total Income	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	10,514	0	0	0	0	2,717,913	2,715,255	2,658	100%
Expense																
701,000 - Personnel Svcs Control Acct	83,343	113,830	168,012	73,889	170,709	119,459	116,880	123,240	51,898	0	0	0	1,020,860	1,530,647	(509,787)	67%
727,000 - Supplies	1,173	281	2,388	1,610	661	1,025	2,460	1,032	1,230	0	0	0	11,860	24,350	(12,490)	49%
731,000 - Other Svc - Postage	0	0	643	0	64	0	0	64	0	0	0	0	771	900	(129)	86%
732,000 - Supplies-Maintenance	23	371	16	0	151	50	157	0	0	0	0	0	768	7,550	(6,782)	10%
758,000 - FUEL - DIESEL	33	36	0	0	74	93	0	210	0	0	0	0	446	750	(304)	59%
801,000 - Professional & Contractual Svcs	2,363	2,710	21,886	2,402	6,809	2,676	4,469	3,967	251	0	0	0	47,533	144,259	(96,726)	33%
802,000 - Admin-Fees & Misc Costs	55	39	578	113	63	40	45	40	35	0	0	0	1,008	1,540	(532)	65%
803,000 - Maintenance Service Contracts	19,057	9,819	17,262	23,134	6,626	15,193	17,506	7,585	0	0	0	0	116,182	192,889	(76,707)	60%
850,000 - Telecommunications	(3,584)	1,337	2,264	1,893	1,723	942	3,593	1,436	702	0	0	0	10,336	44,500	(34,164)	23%
880,000 - Promotional Materials	6,715	12,776	5,262	8,000	8,586	4,237	2,792	14,002	0	0	0	0	62,370	91,100	(28,730)	68%
884,000 - Programming	28,901	12,032	15,688	25,097	6,444	11,695	12,347	11,945	994	0	0	0	125,143	163,265	(38,122)	77%
885,000 - Volunteer	29	22	273	62	15	0	38	0	0	0	0	0	439	2,600	(2,161)	17%
920,000 - Utilities	0	6,553	6,655	5,499	6,174	6,339	7,857	10,227	0	0	0	0	49,304	84,458	(35,154)	58%
960,000 - Board & Director Expense	37	711	77	119	49	471	128	78	0	0	0	0	1,670	3,800	(2,130)	44%
965,000 - Automation Services	0	14,344	0	10,849	0	0	11,483	0	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	0	7,292	26,513	(19,221)	28%
967,000 - Equipment	4,391	3,735	6,097	798	4,566	898	1,318	2,054	64	0	0	0	23,921	58,515	(34,594)	41%
969,000 - CE, Staff Development & Travel	1,516	4,732	351	3,697	2,420	1,201	1,205	463	0	0	0	0	15,685	28,435	(12,750)	55%
970,000 - Capital Expense 980.00	0	0	0	0	0	0	20,289	18,495	0	0	0	0	38,784	111,610	(72,826)	35%
982,000 - Collection Expense	8,851	11,757	54,942	20,505	18,108	26,025	37,536	13,798	5,798	0	0	0	197,320	286,374	(89,054)	69%
991,004 - Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	(8,400)	0%
991,450 - DEBT PRINCIPAL - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
994,000 - Debt Interest - GASB87	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
994,450 - DEBT INTEREST - GASB96 SBITA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Expense	153,033	195,085	305,437	181,916	233,242	190,344	239,903	208,636	60,772	0	0	0	1,768,368	2,867,525	(1,099,157)	62%
Net Ordinary Income	1,095,230	427,513	284,673	(100,096)	(212,605)	(86,881)	(199,395)	(198,122)	(60,772)	0	0	0	949,545	(152,270)	1,101,815	
Other Income/Expense																
Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
691,450 - OTHER FIN SOURCE - GASB96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

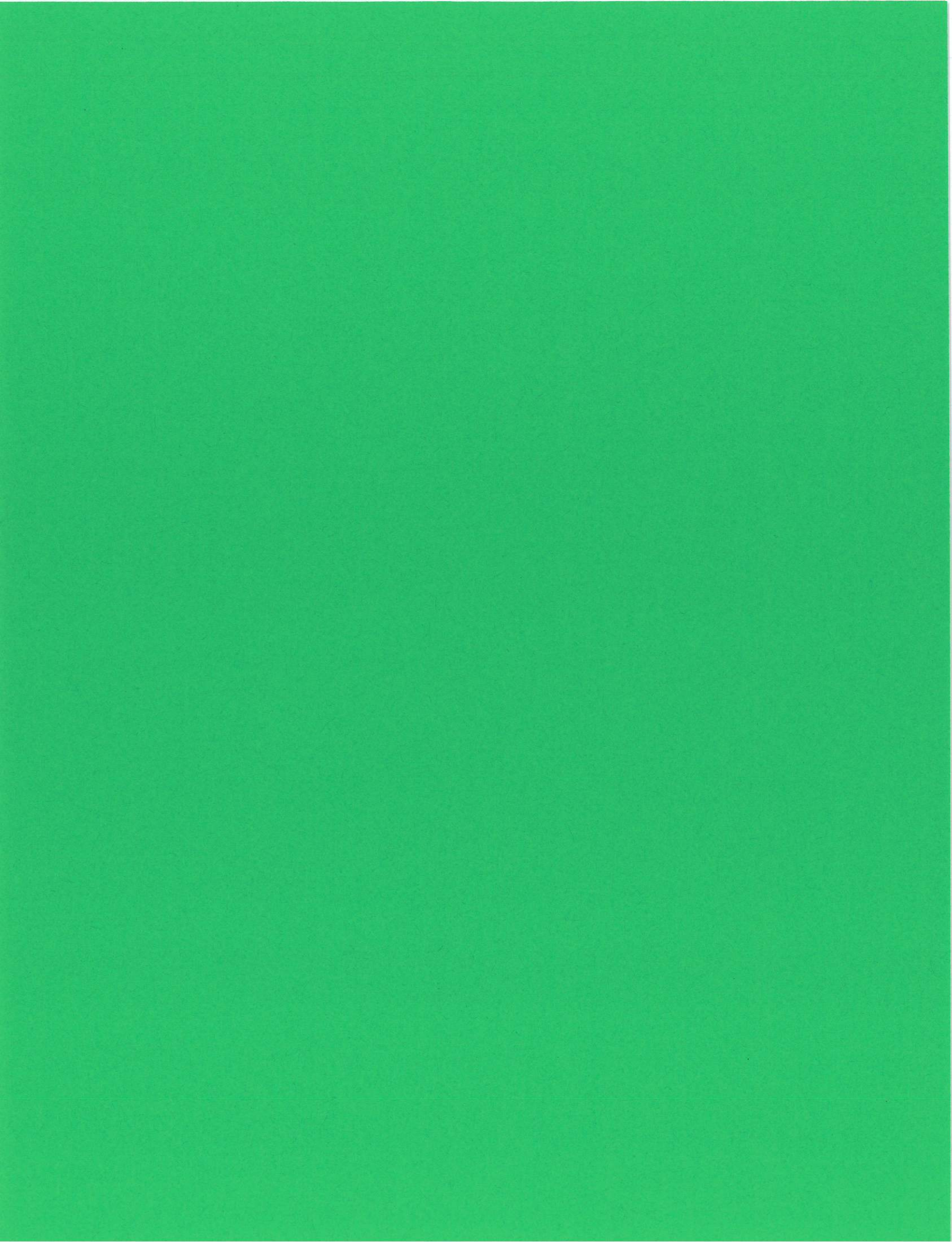
Chelsea District Library
Performance to Budget
Current Month and Year to Date

	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
Other Expense																
995.001 - Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
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)	(86,381)	(199,395)	(198,122)	(60,772)	0	0	0	949,545	(152,270)	1,101,815	
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	4,160.24	4,873.97	-713.73	-14.64%
657.100 · Non-Resident Fees	3,542.42	2,145.00	1,397.42	65.15%
657.200 · ILL Fees/Collection Agency Rec	705.00	540.00	165.00	30.56%
665.000 · Bank Interest	372.96	539.99	-167.03	-30.93%
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	30,165.00	69,534.68	-39,369.68	-56.62%
Total Income	2,717,913.02	2,694,158.03	23,754.99	0.88%
Gross Profit	2,717,913.02	2,694,158.03	23,754.99	0.88%
Expense				
701.000 · Personnel Svcs Control Acct	1,020,859.61	1,369,314.82	-348,455.21	-25.45%
727.000 · Supplies	11,860.30	14,089.17	-2,228.87	-15.82%
731.000 · Other Svc - Postage	770.48	923.08	-152.60	-16.53%
732.000 · Supplies-Maintenance	768.36	2,328.94	-1,560.58	-67.01%
758.000 · FUEL - DIESEL	446.80	327.12	119.68	36.59%
801.000 · Professional & Contractual Svcs	47,533.63	60,721.55	-13,187.92	-21.72%
802.000 · Admin-Fees & Misc Costs	1,007.88	940.11	67.77	7.21%
803.000 · Maintenance Service Contracts	116,182.19	155,682.69	-39,500.50	-25.37%
850.000 · Telecommunications	10,335.42	31,946.59	-21,611.17	-67.65%
880.000 · Promotional Materials	62,369.58	78,922.55	-16,552.97	-20.97%
884.000 · Programming	125,144.45	151,994.56	-26,850.11	-17.67%
885.000 · Volunteer	439.19	2,999.26	-2,560.07	-85.36%
920.000 · Utilities	49,304.94	75,947.75	-26,642.81	-35.08%
960.000 · Board & Director Expense	1,670.27	4,054.88	-2,384.61	-58.81%
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	23,919.80	45,149.48	-21,229.68	-47.02%
969.000 · CE, Staff Development & Travel	15,684.42	24,399.52	-8,715.10	-35.72%
970.000 · Capital Expense 980.00	38,783.80	200,184.66	-161,400.86	-80.63%
982.000 · Collection Expense	197,319.81	248,776.18	-51,456.37	-20.68%
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	1,768,369.32	2,552,510.17	-784,140.85	-30.72%
Net Ordinary Income	949,543.70	141,647.86	807,895.84	570.36%
Net Income	949,543.70	141,647.86	807,895.84	570.36%

DIRECTOR'S REPORT



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

Staff Announcements

Staff Work Anniversaries in September

Library Assistant Sam Banda, three years on September 6

Library Aide Julie Pecka, eleven years on September 15

Marketing Assistant Katie Hepler, two years on September 16

Head of Circulation Amy Zoran, fourteen years on August 27

Congratulations to each and every one of you and thank you for all you bring to the CDL community!

Financial Matters

State Aid

We received the second and final payment for state aid in August in the amount of \$8883.32 bringing the annual total to \$17,528.56. This is \$2,529 more than budgeted.

Penal Fines

CDL's penal fine distribution was received on July 30 in the amount of \$12,401.41. We had budgeted \$8,000 in that line.

Conversation on Homelessness

Together with Faith in Action, the library is convening community stakeholders at a breakfast on Wednesday, October 7 to discuss homelessness in our community. While addressing homelessness is not the library's role or mission, providing a space for community dialogue, connection, and collaboration is. This is a great example of the library serving as a gathering place where people can share perspectives, identify needs, and explore opportunities to work together to address community challenges.

Upcoming Events

- *Backstage Hollywood: The Photographs of Bob Willoughby* exhibit– begins September 9 through October 20
- Mobee at Chelsea Farmer's Market – September 16
- DIY Costuming Workshop – September 16
- Kids Writing Workshop – September 16
- Carmen Bugar's Memoir-writing Workshop – September 18
- From Broadway & Hollywood with Love – September 19
- Neighborhood Book Swap at Agricole Farm Stop – September 27
- Researching the History of Your Home – September 27
- Kids Halloween Costume Exchange – month of October
- Movie Murder Mystery Party – October 3
- Teen Song Fest Showcase - -October 10
- Song Fest featuring Chris Collingwood – October 16

Strategic Plan 2024-28 Progress in August 2026

1.2 Elevate the library as a location for community building

- Hosted annual COMMUNITY picnic
- Hosted annual Music in the Air performance and outreach initiatives

2.1 Plan for staff succession & cultivate future library leaders

- Presented Assistant Director and Outreach succession plans for 2027 to all staff

2.2 Green the library

- Revamped our library welcome brochure. It will be much easier to read (more white space), and will eliminate the need for an insert which will save toner & paper.

Out and About: Meetings/Activities Attended August 2026

Music in the Air – August 1

Rotary meetings – August 4 & 25

CommUNITY Picnic – August 8

Chelsea Community Stakeholders meeting - August 13

Meeting with Chelsea Hospital President Ben Miles – August 19

Holmes Park Opening – August 22

Chelsea Fairgrounds volunteer for Rotary – August 27

Chelsea Fair Parade – August 29

Chelsea District Library
Assistant Director's Report
August 2026

Facility

HVAC- the power continued to stabilize this month with only one short interruption that did cause the fans to go off but they reset right away.

Yard/landscaping- we had our last pest control application in August, as well as our fall lawn aeration. *From last month-* 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. *You may not have noticed but the "fix" didn't hold and we are going to try again.*

From last month- 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. *Should have added that this will be a 2027 project.*

Roofing- the connector roof was replaced with new EPDM (Ethylene Propylene Diene Monomer), a highly durable synthetic rubber roofing membrane widely used for flat and low-slope roofs. Hopefully, it will be another 20 years until we have to do that again. I want to add that the Kleinschmidt Roofing crew left the work area spotless! We will get bids next year to do the larger flat roof on the east side of the building.

Fall projects- we noticed this month that one of the stone columns along the front window well has several cracks running along mortar joints. I have contacted three masonry contractors for quotes to have those areas tuckpointed. Fall also is when we renew our facility and health care insurances. Our annual fire, gutter, and plumbing inspections also take place.

Volunteers

This month we had 282 book sale hours and 66.75 non-book sale hours, including 22 TSG (Teen Service Group) hours. With the SRP wrapping up in July, the teen volunteers start to dwindle. That brings our total to 348.75 hours of volunteer service in August.

Respectfully submitted,
Linda Ballard
Assistant Director

August Highlights

- August included the CommUNITY Picnic! This breakfast on the library lawn was very well attended, with about 145 attendees of various ages. It's an excellent joint event with the Chelsea Area Chamber of Commerce that takes minimal prep for a large pay off.
- August is a great month to connect with families with school-aged kids. We attended all four school open houses, connecting with hundreds of families and sharing upcoming programs and resources.
- August was the Dog Days of Summer, a monthly theme across the library centered around pets! It was a fun theme, but also an experiment to see how well August programs would be attended. In the past, we've kept August light due to vacations and end of summer cleanup. Attendance was comparable to off season shoulder months such as May.
- August tends to be heavy on outreach and awareness events. We attended kids day at the fair, participated in CERC's dog park event, and of course took Mobee in the Fair parade.

Program Attendance

Intended Ages	# of Programs Offered (In-Person)	Attendees (In-Person)
Early Literacy (approx. 0-5)	2	58
Youth (approx. 6-12)	9	188
Teen (approx. 12-18)	2	16
Adult	10	251
General	5	170
Outreach & Awareness (non-Mobee)	13	1,617
Mobee Visits	15	116
Ingenuity Engine (All Ages)	2	8
Total	58	2424

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

Ingenuity Engine One-One Appointment Stats

Number of Visits	27
Number of Unique Users	21

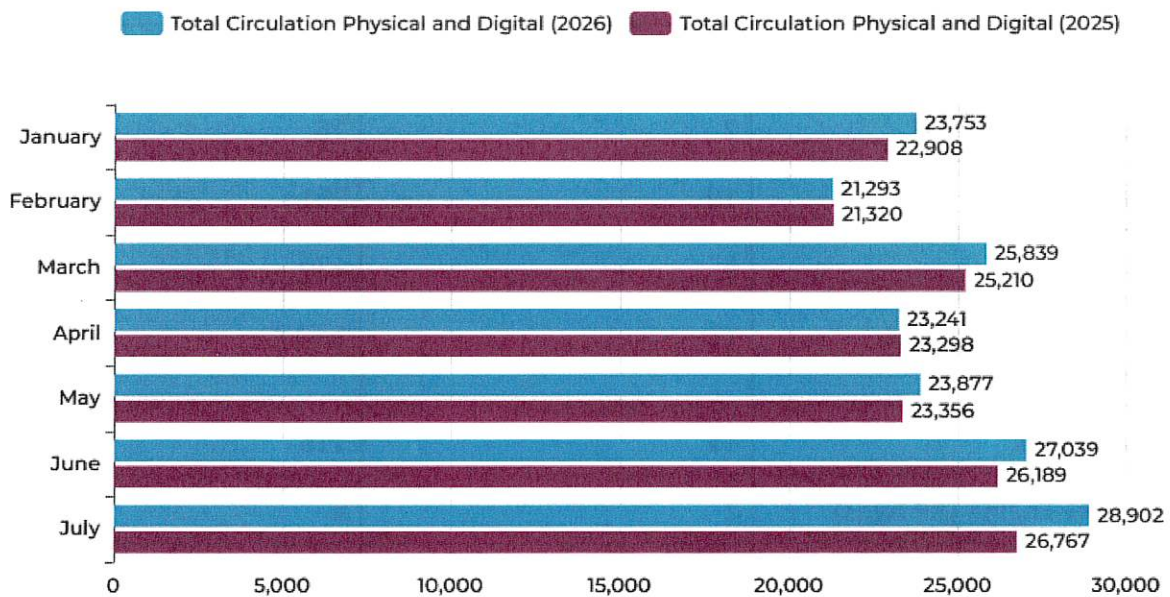
Reference, Collections, Deliveries, and Other

Services	Aug 26
Reference Questions	1,445
CDL Delivers & Deposit Book Deliveries	19

Collections:

We circulated over 2,000 more items in July 2026 than in July 2025

Total Circulation



Patron Feedback:

- A patron submitted a comment card letting us know she was thrilled with the stuffed animal sleepover we held and excited to see the photos.
- A patron received help with Libby and let the reference librarian know that we were "the best library!"
- The principal of the Chelsea High School thanked us for being a great community partner after we attended the High School Open House.
- A patron commented on how much they love the Ingenuity Engine services.

August Board Report

CIRCULATION TRANSACTIONS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
47004	Circulation of Children's Materials	9003	8356	10982	9332	9331			
42635	Circulation of NON-Children's Materials	8771	7974	9542	8362	7986			
0	Website Sessions								
0	Website Users								
48772	Circulation of Electronic Materials (Total Downloads)	6875	6035	6586	6518	6672	6202	5404	4480
26878	AUDIO Downloads Total	3495	3188	3479	3584	4216	3627	2943	2346
16652	-- Audio: Overdrive	2304	2040	2296	2229	2482	2425	1726	1150
10226	-- Audio: Hoopla	1191	1148	1183	1355	1734	1202	1217	1196
5892	VIDEO Downloads Total	1035	942	1015	1042	452	452	529	425
4691	-- Video: Kanopy	860	832	900	912	312	271	342	262
1201	-- Video: Hoopla	175	110	115	130	140	181	187	163
16002	EBook Downloads Total	2345	1905	2092	1892	2004	2123	1932	1709
13670	-- Ebook: Overdrive	1960	1608	1770	1595	1731	1860	1662	1484
2332	-- Ebook: Hoopla	385	297	322	297	273	263	270	225
3770	Electronic Collection (Non-Mel DBASE usage)	1102	802	765	1101				

STATE AID Resources	
7	Local Databases
0	Other Databases
32	Total Staff Terminals
40	Total Public Terminals
121 Mbps	Connection Download Speed
97.4 Mbps	Connection Upload Speed
150MB	Internet Connection Speed
FIBER	Internet Connection Type

August Tasks:

- Set up New Xibo player pc's throughout Library.
- Researching technologies for running a local AI.
- Researching purchasing a Local AI Server.
- Added emergency passwords to file in the safe.
- Microsoft server trainings.
- Updated Phone extensions list & updated extensions IDs in cloud.
- Continued server migration to newer VM servers.
- Setup Server room temp monitor.

Head of Marketing & Outreach Monthly Board Report

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

Marketing & Outreach Overview:



The library's fall newsletter hit mailboxes in August and features artwork from local painter Avé Madiol. We kick off fall with Library Card Sign-Up Month and the *Backstage Hollywood* exhibition opening followed by the popular annual celebration of songwriting, CDL Song Fest featuring Chris Collingwood of Fountains of Wayne. The newsletter reaches every household in our library district and is the primary source of information listed when patrons are asked how they found out about library events.

Outreach Overview:

In August we continued our outreach to senior living facilities and attended City of Chelsea events at the Chelsea Dog Park and the grand opening of Holmes Family Park. Behind the scenes, I finalized our schedule of stops for the fall, which includes cooperation with local organizations for Trunk or Treats, CERC events, and Chelsea Schools Youth Sport events. In September in addition to our retirement community stops, we will bring Mobee to the following events:

- September 3 - Library Connections Day at Dancey House
- September 16 - Chelsea Farmers Market
- September 17 - Mobee at Flag Football
- September 19 - Mobee at Saturday Soccer
- September 23 - Library Connections Day at Chelsea Senior Center
- September 26 - Mobee at Saturday Soccer
- September 27 - Sip & Swap Book event at Agricole
- September 28 - Brio Resource Fair (for CRC staff)

Looking forward to 2027, and with grant funding from Brio Living Services, I purchased the Reading2Connect collection for outreach to individuals with dementia. Laura Brown and I will complete the training in 2026 and we have pilot programs scheduled with Silver Maples/Meadows, Chelsea Retirement Community, and will pursue using the collection with St Louis Center residents and other local dementia friendly initiatives.

Technology Outreach:

Everett helped four patrons with technology needs in August. Internally, Everett worked with Brandon on public computer updates and a technology inventory of staff devices.

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
August	4	4,665	57%	16,753	8,948
Totals	31	4,665	Avg 56.5%	144,822	77,744

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
August	4,219	1,080	71,967	1,288	55	5,261

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	Website	Website Percent	Top Five Campaigns

	Spent	Impressions	Clicks	of Web Traffic	
January	\$9,465.78	14,279	1,491	16.2%	Digital Media, Cross Network Ads, Kanopy, Overdrive, Website discovery
February	\$10,153.59	11,552	1,387	17.7%	Cross Network Ads, Digital Media, Kanopy, Overdrive, Website Discovery
March	\$10,053.49	11,018	1,228	17.5%	Cross Network Ads, Digital Media, Kanopy, Website Discovery, Overdrive
April	\$10,167.91	12,570	1,213	16.7%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Catalog
May	\$10,094.56	12,681	1,274	21.3%	Cross Network Ads, Kanopy, Digital Media, Catalog, Website Discovery
June	\$9,309	12,949	1,021	19%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Local History and Genealogy
July	\$10,025.13	13,028	1,089	22.8%	Cross Network Ads, Kanopy, Digital Media, website Discovery, Overdrive
August	\$10,135.45	13,751	1,149	20.4%	Cross Network Ads, Digital Media, Kanopy, Website Discovery, Overdrive

Marketing Channel Response:

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
August	22	4	8	0	0	9	4	47
2026 Totals	455	379	261	78	75	305	798	1,831

Other miscellaneous duties:

- Continued work on Stories of Chelsea website redesign

- Took Mobee to Kids Day at the Chelsea Fair
- Staffed the CHS open house
- Met with Friends representative about an online store fundraising concept
- Ordered print promotional items for *Backstage Hollywood* exhibition
- Assembled Pet Matching Game display

Circulation Supervisor's Report August 2026

- Circulation 23125 in August
- Patron Count- 11503 for August
- Circulation by township- for August:
 - Dexter = 10% of total transactions
 - Lima = 10% of transactions
 - Lyndon = 10% of transactions
 - Sylvan = 19% of transactions
 - Chelsea = 37% of transactions
- August Circulation: 87% were from Chelsea and 13% were inter-loaned items.

Libby = 4829 Hoopla = 1808 Kanopy = 351

- Registrations for August – 89 new cards; 7358 total card holders
 - *Dexter = 924 cards; Lima = 739 cards; Lyndon = 982 cards
 - *Sylvan = 1387 cards; Chelsea = 2713 cards; Nonresident = 613 cards
- Self-Check Machine for August 2275 - or 8% of total checkouts

July Notes:

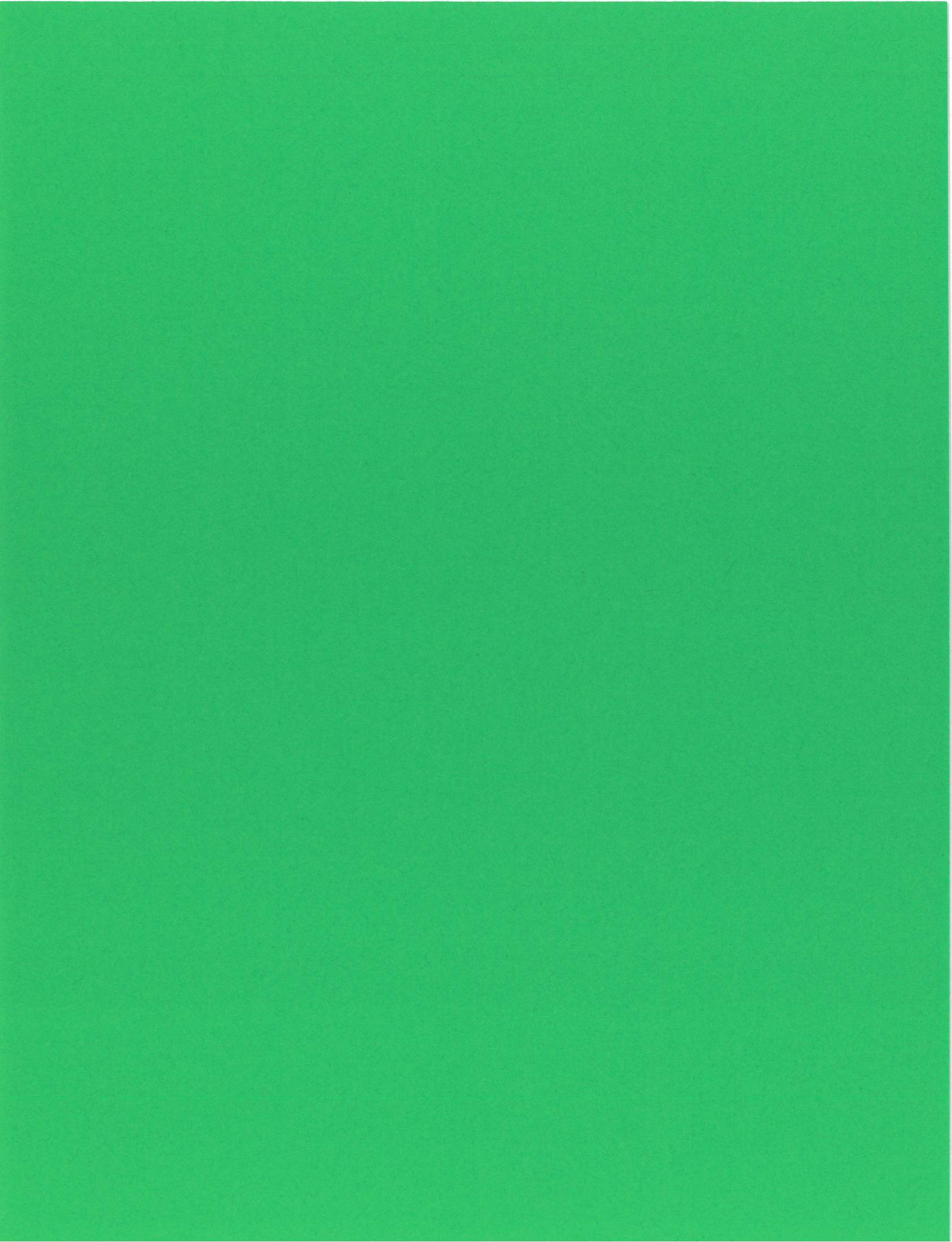
- I attended weekly management meetings.
- I worked my PIC shift each week.
- I attended the monthly Board meeting.
- I attended the monthly SASUG meeting and reported to direct reports.
- I held an Assistant meeting.
- I prepared & delivered Sam's review.
- We received 156 tubs from TLN in August, with 7.4 being the daily average.
- We processed 40 MeLCat items for other libraries, and received 57 items for our patrons.
- We had 1512 unique patrons use the library.
- We worked through our first week of changed practices due to TLN using an AMH(automated materials handler).

Respectfully submitted,

Amy Zorari
Head of Circulation

					2026				
	All items circled at Chel, E-items, other TLN	Chel Items circled at Chel, E-items	% Chel items circled at Chel	Other items circled at Chel	% other items circled at Chel	Chel items charged/renewed in TLN	Chel items circled other libraries	Chel items circled + TLN items + E- items	
JAN	25038	21169	85%	3869	15%	25006	3837	28875	
FEB	22739	18988	84%	3751	16%	21339	2351	25090	
MAR	28001	23684	85%	4317	15%	26173	2489	30490	
APR	24581	20992	85%	3589	15%	23443	2451	27032	
MAY	24570	21232	86%	3338	14%	23777	2545	27115	
JUN	28616	24618	86%	3998	14%	26983	2365	30981	
JUL	29664	25872	87%	3792	13%	28862	2990	32654	
AUG	26652	23125	87%	3527	13%	25652	2527	29179	
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	209861	179680		30181		201235	21555	231416	
Month Avg	26233	22460	85%	3773	14%	25154	2694	28927	
		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	8764	10164	672						
SEP	0	0	0						
OCT	0	0	0						
NOV	0	0	0						
DEC	0	0	0						
Totals	68862	78698	4318						
Month Avg	8608	9837	602						

ACTION ITEMS



Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

September 15, 2026, Board Packet

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

Accept August donations and changes to the 2026 FY Budget.

Brenda Donaldson	Non-Designated
Mark & Claire Sandler	Non-Designated
G. Timothy & Judy B. Flint	Book Repair
G. Timothy & Judy B. Flint	Large Print Book Collection
G. Timothy & Judy B. Flint	Staff Appreciation

Income Line	-	Expense Line
674.120		975.100
674.120		975.100
674.143		728.400
674.100		982.910
674.150		969.940

Sub Total: \$1,100.00

Acknowledge the donations below that are already in the budget.

Total General Donations: \$1,100.00

Acknowledge the donations below toward the CDL Endowment.

Janice L. Carr, Board Secretary

Date

Action Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 15, 2026 Board Meeting

2027 CDL Budget Approval

Background:

The Budget Hearing took place at the beginning of the August Board Meeting, in which the Board was walked through the library's 2027 Budget Draft, section by section.

Action:

The Chelsea District Library Board of Trustees approves Chelsea District Library's 2027 Budget.

Janice L. Carr, Board Secretary

Date

2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes

Washtenaw County

2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026

1.399.635.929 (from L-4028)

Local Government Unit Requesting Millage Levy

For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

Chelsea District Library

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

[illegible]

Prepared by Lori Corvell	Telephone Number (734) 475-8732	Title of Preparer Director	Date 09/15/2026
------------------------------------	---	--------------------------------------	---------------------------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

☐ Clerk	Signature	Print Name	Date
☒ Secretary		Janice L. Carr	09/15/2026

☐ Chairperson	Signature	Print Name	Date
☒ President		Wendy Reinhardt	09/15/2026

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Instructions For Completing
Form 614 (L-4029) 2026 Tax Rate Request,
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2026 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2025 permanently reduced rate can be found in column 7 of the 2025 Form L-4029. For operating millage approved by the voters after April 30, 2025, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2026 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2026 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2026. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2026 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2026 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2026 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2026. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2026 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2026. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

Resolution No. 2026-9-15 @ 1.875
Chelsea District Library
2027 Budget

WHEREAS, The Library Director has prepared and submitted to the Library Board the proposed budgets for calendar year 2027; and

WHEREAS, the Library Board has advertised the proposed millage rates in The Sun Times News and The Chelsea Post on **Wednesday, July 29, 2026** and held the public hearing on the budget and the proposed millage rates pursuant to Section 16 of the Uniform Budgeting and Accounting Act (Truth in Budgeting) on **Tuesday, August 18, 2026**; and

WHEREAS, the Library Board has reviewed the proposed tax rates and budgets.

NOW THEREFORE BE IT RESOLVED, the Chelsea District Library Board of Trustees adopts the 2027 budget as follows:

General Fund	
Expenses	FY 2027 Budget
Personnel Expenses	1,645,114
Supplies	20,850
Professional Services	79,040
Maintenance Services Contracts	195,551
Telecommunications	31,600
Promotional Materials	92,750
Programming Expenses	163,400
Volunteer	3,000
Utilities	85,750
Board Expenses	3,900
Automation Services	58,800
Insurance	27,672
Equipment	34,550
Staff Dev. & Travel	20,662
Capital Expenses	61,000
Collection Expenses	279,200
Capital Reserve Fund	45,000
Debt Principal GASB87	7,636
Debt Interest GASB87	664
Total Operating Expenses:	\$ 2,856,139

Be it further resolved that the revenues, other incomes, debits and fees are estimates as follows:

<u>General Fund</u>	<u>2027</u>
District Revenue	2,646,264
Other Government Income	82,000
Fees	8,100
Interest and Dividends	100,000
Contributions, Donations & Grants	34,775
Sub-Total	\$ 2,871,139
After DDA TIFA Tax Capture	\$ 15,000
From Capital Improvement Fund	\$ -
From Capital Reserve Fund	\$ -
Total Income incl Capital Funds & Fund Bal	\$ 2,856,139

Be it further resolved, that the Library Director is authorized to approve transfers of budgetary funds within an expense line, but any increases to the expense lines must be authorized by the Library board.

Be it further resolved, the following property tax revenues and tax rates be authorized and that the City of Chelsea, Dexter, Lima, Lyndon and Sylvan Township Treasurers are ordered to levy such funds on behalf of the Chelsea District Library.

	<u>Rate</u>	<u>Estimated Revenue</u>
<u>Operating Millage</u>	1.8750	2,646,264
Total Millage	1.8750	2,646,264

I, Janice L. Carr, hereby certify the above Resolution No. 2026-9-15 was duly approved by the Chelsea District Library Board of Trustees assembled at a regular meeting held **September 15, 2026**

Janice L. Carr, Secretary
Chelsea District Library Board

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 15, 2026 Board Meeting

Policies 440 Emergency Procedures & 441 Inclement Weather/Emergency Closings

Background:

The Policy Committee reviewed and revised policies 440 Emergency Procedure and 441 Inclement Weather/Emergency Closings, presenting them to the full board in August.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Policy 440 Emergency Procedure and Policy 441 Inclement Weather/Emergency Closings.

Janice L. Carr, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 6. Facility and Equipment

Board Approval: April 19, 2016

Revised: 9/15/2026

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, Board Secretary

Date

**Chelsea District Library
Policy & Procedure**

Policy Section: 4. Facility and Equipment

Board Approval: February 19, 2013

Revised: 6/18/2019, 9/15/2026

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:

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.

Janice L. Carr, Board Secretary

Date

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 15, 2026 Board Meeting

Retiring Policy 420 Signs

Discussion:

It is the Policy Committee's recommendation to retire Policy 420 Signs, as it is being merged into Policy 422, which will now cover displays, banners, and signs. This recommendation was discussed in August.

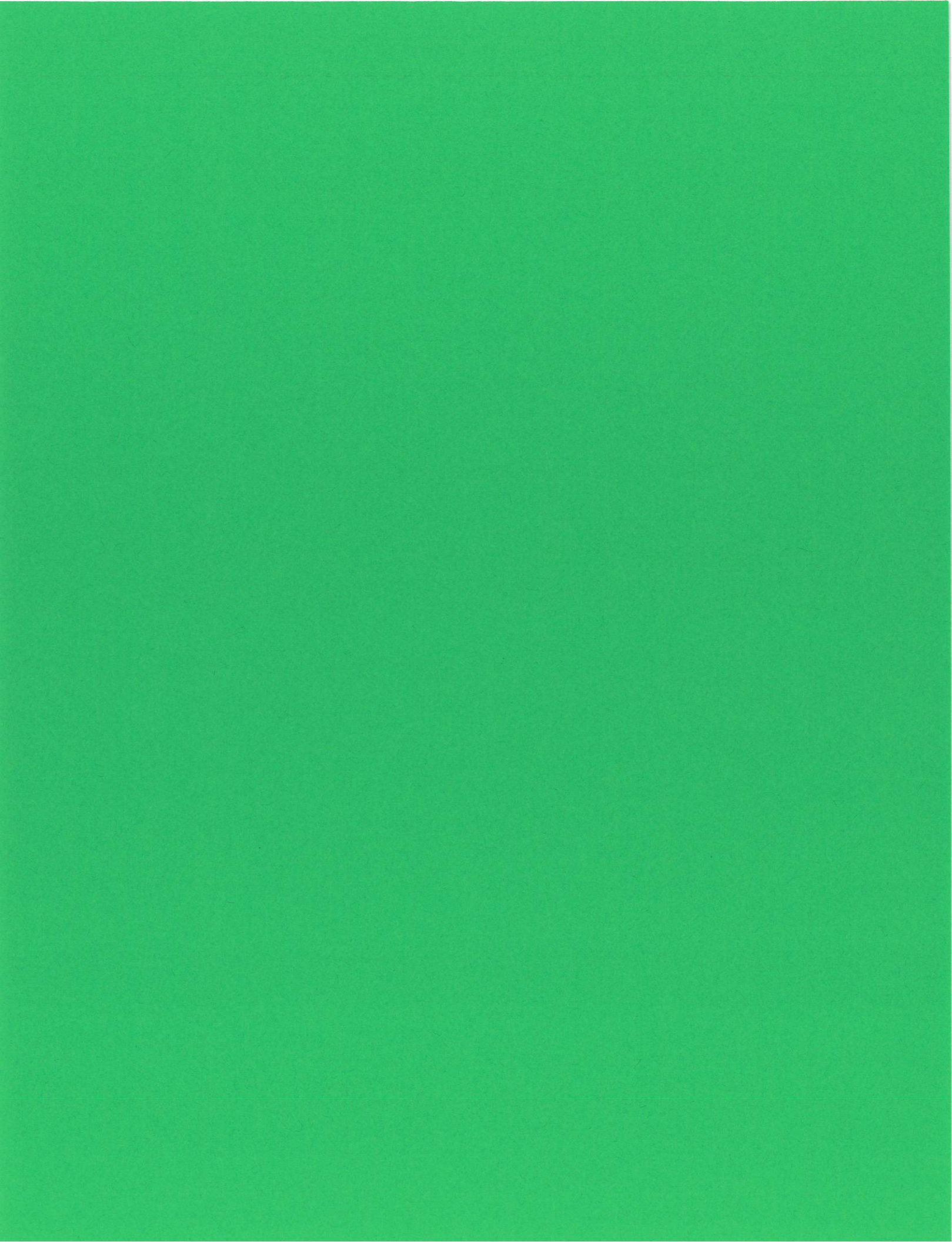
Action:

The Chelsea District Library Board of Trustees approves the recommendation to retire Policy 420 Signs.

Janice L. Carr, Board Secretary

Date

DISCUSSION ITEMS



Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 15, 2026 Meeting

Policy 422 Displays, Banners, & Signage

Background:

The Policy Committee has reviewed and revised policy 422 Displays, Banners, & Signage, which is now ready for full Board review. The former policy 420 Signs was merged into this expanded policy, which also now incorporates banners.

Chelsea District Library Policy and Procedure

Policy Section: 4. Facility and Equipment

Approved: October 19, 1998

Revised: 10/15/02, 01/20/04, 4/19/16, 8/19/2025, xx/xx/2026

Banners

Subject: 422 Displays and Signage Policy: (NOTE TO REVIEWERS: Solicitation and Canvassing, Petitioning, etc. are already covered in the Patron Behavior Policy 430 section H.)

Background:

Chelsea District Library is a limited public forum, designed to support the cultural, educational, and informational needs and interests of the community. Library display facilities are available to the public within the guidelines set forth in this policy.

Policy:

Chelsea District Library (CDL) uses its bulletin boards, display cases, brochure racks, and library grounds to promote its **own** programs, events, and services. When space permits, these areas **may also be used** to inform the public of **ex-library events** and programs **taking place** in the community that may be of interest. The library does not endorse any materials distributed or posted by other organizations.

Procedure:

1. Any person or organization wishing to display information on library bulletin boards, display cases, brochure racks, and grounds must give the **specific** item to the marketing department **in advance**. The final approval or denial for **any** request rests with the marketing department. Any item(s) posted without prior approval will be immediately removed and discarded.
2. Interior signs, brochures, and posters accepted for consideration must meet the following criteria:
 - a. Items must be submitted by a nonprofit organization or library partner; no individual literature may be displayed, including but not limited to babysitting or daycare services, job offers or requests, or personal services.
 - b. Items promoting local events **being held at the library must** be free and open to the public. Exceptions may be made for library partners at the discretion of the marketing department.
 - c. Items will be removed **within 72 hours following the event**, and will not be returned unless other arrangements **have been made**.
 - d. Literature must not advertise specific denominational religions, **political items that advocate for a particular candidate, party, or viewpoint**, or any commercial endeavors.
 - e. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited.
 - f. **Brochures may be no larger than 8 1/2 x11; posters no larger than 11x17.**

**Chelsea District Library
Policy and Procedure**

3. **Exterior signs, banners, and displays will be considered for posting** on library property if they meet the following criteria:
- a. All **exterior signs, banners, and displays** must be approved by the **marketing department** before being erected. Groups requesting to place a sign on **CDL** property must submit a drawing or picture of the sign with a rationale for its being placed on the property.
 - b. No **items** may be located on the site for longer than two weeks and must be removed **within 72 hours following** the event.
 - c. The group that sponsors the item must erect it, maintain it during the two weeks, remove it, and repair any damage to the grounds.
 - d. The maximum area of a **sign, banner, or display** is 25 square feet.
 - e. Signs may be posted only for those activities that benefit the community as a whole and must be non-partisan in nature.
 - f. The library director or their designee reserves the right to remove a sign or poster at any time for any reason.
4. ~~The library does not allow panhandling or the sale of goods or services by members of the public in the library building or on the grounds. Merchandising activities by the library or Friends of the Library, including sponsored sales or activities, are permitted. Any other sales of goods or services are prohibited unless approved by the library director. Individuals or groups may not leave petitions or surveys in the library and may not gather signatures for petitions or distribute surveys on library grounds.~~

Jan Carr Board Secretary

Date

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet September 15, 2026 Meeting

Policies 150 Open Board Meetings and 151 Public Comment Guidelines

Background:

The Policy Committee has reviewed and revised policies 150 Open Board Meetings and 151 Public Comment Guidelines, which are now ready for full Board review.

Chelsea District Library Policy & Procedure

Policy Section: 1. Governance

Approved: February 20, 2001

Revised: 10/20/2015, XXXX/2026

Subject: 150 Open Board Meetings

Background:

In compliance with the Michigan Open Meetings Act (**1976 PA267**), all meetings of the Chelsea District Library (**CDL**) board are open to the public so citizens may have the benefit of observing board business.

Michigan Open Meetings Act governs issues related to open and closed meetings of government bodies. An online copy of this law may be found at this Internet address: <https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-267-OF-1976>

Policy:

Any meeting where a quorum of the (**CDL**) board discusses library business or makes decisions must be held in public and subject to the Michigan Open Meetings Act.

Procedures:

All formal actions by the **CDL** board take place during public meetings. Closed sessions may be held to discuss certain personnel matters, the purchase of property, pending litigation, and to consider all other matters that are exempt from disclosure.

CDL board meetings are held in the **McKune** Room unless otherwise noted, and are announced by the placement of a notice on the library web site.

Meetings of board committees are also governed by the **Michigan** Open Meetings Act when a quorum of the board is present.

Minutes for full board meetings and for committee meetings are maintained in the library **administration office** for use by the public.

It is a policy of the board not to use e-mail to conduct board business as it is a violation of the **Michigan** Open Meetings Act. The **CDL** board uses e-mail for the purpose of distribution of information. It is not used for debate or discussion. All debate and discussion must be held in an open meeting according to the provisions of the **Michigan** Open Meetings Act.

The library director uses e-mail to send informational notes to library trustees for their preparation between meetings. **Communications** received by the director from trustees that are informational may be forwarded on to either the full board or to **committee(s)** of the board.

Janice L. Carr, Board Secretary

Date

Chelsea District Library Policy & Procedure

Policy Section: 1. Governance

Approved: October 19, 1998

Revised: 5/20/2008, 3/18/2014, 6/20/2023, XXXX/2026

Subject: 151 Public Comment Guidelines

Background:

~~Each person who attends a public meeting of the board has the opportunity to speak. The establishment of time limits and public comment sections during the meeting will provide for numerous speakers and allow the board to keep to an orderly agenda.~~

The Chelsea District Library (CDL) welcomes and encourages comments from members of the public who attend library board meetings.

Policy:

~~Public comment will be allowed near the beginning and end of each board meeting. Individuals wishing to comment will be asked to identify themselves and keep their comments to three minutes or less. The Board President can ask large groups to designate a spokesperson to speak on behalf of the group to avoid cumulative comments. The Board President retains the right to extend public comment times at his/her discretion.~~

Pursuant to requirements of the State of Michigan's Open Meetings Act (1976 PA267), a person is permitted to make a public comment during a meeting under rules established and recorded by the CDL board as outlined herein.

Procedures:

I. Public Comment Period; Meeting Agendas

A. The CDL board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The CDL board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting where a quorum is present per the Michigan Open Meetings Act.

B. Members of the public may only address the CDL board or make comments during public comment. The board, at its discretion, may accept comments outside of public comment on a case-by-case basis.

C. The CDL board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

II. Rules of Public Comment

The **CDL** board adopts the following procedures to receive public comments:

A. When the library board meeting reaches a designated time for public comments, the president will invite attendees to make public comments. If the president is absent, the acting chair will perform the president's duties under this policy.

B. **Persons wishing to speak will be asked to raise** their hands to be recognized. **One person at a time will be recognized to speak**, and each speaker must provide their name, address, **and the organization, group, or individuals they represent, if applicable.**

C. Each speaker is entitled to one (1) three-minute **speaking** time, and may not split the time or "give" the time to another speaker. If a speaker is speaking on more than one individual's behalf, they shall be entitled to one (1) five-minute time during public comment.

D. **No member of the public may comment a second time until all those who wish to speak have been heard once.**

E. Public comments must be addressed to the **CDL** board, not to other members of the audience.

F. In lieu of speaking, a person may submit written comments to the **CDL** board secretary. Written materials submitted are considered public documents.

G. Public dialogue on **CDL** issues must remain within the bounds of civil discourse.

H. If a speaker includes specific questions to the **CDL board in their public comments**, the board has no obligation to respond.

I. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid **repetitive** comments.

J. The **CDL** board **will** determine, **at** its sole discretion, how public comments will be summarized in the meeting minutes. **Minutes may not necessarily** include verbatim transcripts or details of any individual comment.

K. Members of the public are also encouraged to contact the library during regular business hours to ask questions or raise concerns.

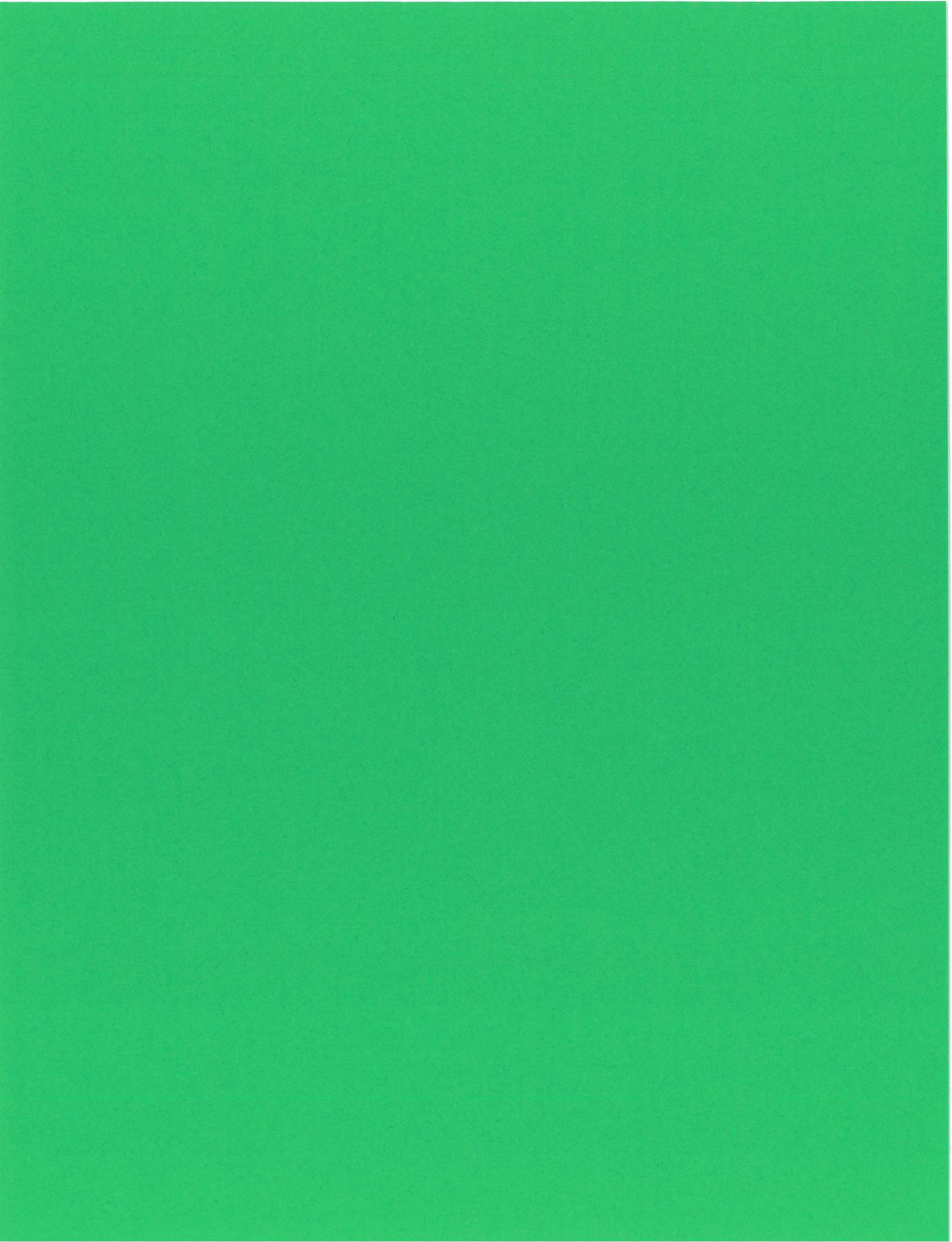
L. Members of the public must remain **seated or standing in designated areas** during public comment, **and they may not approach the board unless directed to do so** by the board president, **or their designee.**

M. All signs are prohibited **at CDL** board meetings.

Janice Carr, Board Secretary

Date

COMMITTEE INFO & MINUTES



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

Governance
Appendix #3

Approved: January 15, 2026

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

Janice L. Carr

1-15-26

Janice L. Carr, Board Secretary

Date

