Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

October 20, 2026
6:45 pm

McKune Room at Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, October 20, 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. Policy 422 Displays, Banners, and Signage
3. Retirement of 420 Signs Policy
4. Policies 150 Open Board Meetings and 151 Public Comment Guidelines

7:25 Discussion Items
1. Budget Adjustments
2. Public Participation Procedures
3. Policy 310 Request for Reconsideration
4. Subject: 206. Meal Periods and Rest Breaks (from Employee Handbook)

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.

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, September 15, 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, C. Berggren, & A. Zoran.

Guests: None

Welcome and Call to Order
W. Reinhardt called the meeting to order at 6:44 p.m.

Consent Agenda
MOTION made by B.Swistock, SECONDED by C. Sandler to approve the Consent Agenda with the August minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by P. Garcia to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Everett will be presenting our annual first aid refresher at Friday's All-Staff Meeting.
- The August program numbers were higher than expected and have us rethinking August programming. Also, lots of August Mobee visits.
- TLN has a new scanning system (AMH-Automatic Materials Handler) that is still being ironed out. Amy spoke about some of the early issues.

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- Brandon has come up with a solution to our Faxing problem and all of the upstairs patron computers now have Faxing capabilities.

Friends Report Update:

- The Friends will have a furniture/equipment sale in the basement on Oct. 24.
- Donating $1,000 to this year's Music in the Air program.
- Will have a table at the Oct. 3 Farmer's Market as part of their membership drive.
- There will be a pop-up jewelry and purse sale in the library's lobby on Dec. 5.
- Have found a possible vendor to partner with for Friends branded merch.
- The Book Sale netted over $1,000 in September.

Public Comment: None

Action Item #1: Donations

MOTION made by B. Swistock, SECONDED by A. Fox to approve the August donations. Discussion: None

All Ayes 6-0

Action Item #2: 2027 Budget Approval

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the library's 2027 budget. Discussion: J. Carr administered a roll-call vote: C. Sandler, Aye; B. Swistock, Aye; P. Garcia, Aye; A. Fox, Aye; W. Reinhardt, Aye, J. Carr, Aye.

All Ayes 6-0

Action Item #3: Policies 440 Emergency Procedures and 441 Inclement Weather/Emergency Closings

MOTION made by P. Garcia, SECONDED by B. Swistock to approve policies 440 Emergency Procedures and 441 Inclement Weather/Emergency Closings. Discussion: None

All Ayes 6-0

Action Item #4: Retiring Policy 420 Signs

MOTION made by C. Sandler, SECONDED by A. Fox to table the retirement of 420 Signs until October, when policy 422 Displays, Banners, and Signage will be ready for Board approval. Discussion: J. Carr asked that this item be tabled for a month.

All Ayes 6-0

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Discussion Item #1: Policy 422 Displays, Banners, and Signage
J. Carr went over the recommended revisions to this policy, which will incorporate and replace 420 Signs.

Discussion Item #2: Policies 150 Open Board Meetings and 151 Public Comment Guidelines
J. Carr shared the revisions recommended by the Policy Committee, library management, and the library's attorney for both 150 Open Board Meetings and 151Public Comment Guidelines. The Policy Committee plans to reorder the Procedures II section of 151, so that it better follows the order of the library's board meetings.

Committee Reports:

Policy Committee –

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:
MOTION made by B. Swistock, SECONDED by J. Carr to adjourn the meeting at 7:17 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date

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FINANCE REPORTS

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		09/30/2026		Service Charge	001.001 · CSB/Operations Checking		-5.00
				Service Charge	802.100 · Admin-Fees Bank	-5.00	5.00
TOTAL						-5.00	5.00
Bill P...	30619	09/02/2026	Amazon Capital Services Inc	1L16-DYNF-CGVM - ACCT # A164OE23DGU99A	001.001 · CSB/Operations Checking		-27.61
Bill	1L16-DYNF-CGVM	09/01/2026		HALLOWEEN PROMOTION	884.251 · Story Book Trail	-27.61	37.60
TOTAL						-27.61	37.60
Bill P...	30620	09/02/2026	Scholastic Library Publishing	2026 - INV 87803644 - CUST # 2178738	001.001 · CSB/Operations Checking		-240.05
Bill	87803644	08/31/2026		2026 - SUMMER READING	884.226 · Summer Reading	-177.03	181.00
				SEP TWEEN BOOK CLUB	884.230 · Youth Reading Group	-63.02	64.44
TOTAL						-240.05	245.44
Bill P...	30621	09/02/2026	A Production Cleaning Compa...	17075 - CLEANING 07/16 - 29/2026	001.001 · CSB/Operations Checking		-1,750.00
Bill	17075	08/31/2026		17075 - CLEANING 07/16 - 29/2026	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill P...	30622	09/02/2026	A T & T Mobility	ACCT 287286231198X - INV 08142026 - ISSUED ON 08/06/2026	001.001 · CSB/Operations Checking		-215.36
Bill	08142026	09/01/2026		2026 - PUBLIC WIFI HOT SPOTS 07/07 - 0/06/2026 SEE PG 3	850.311 · WiFi Hotspots	-215.36	215.36
TOTAL						-215.36	215.36
Bill P...	30623	09/02/2026	ABSOPURE	ACCT 9423998 - INV 85220694 08/24/26	001.001 · CSB/Operations Checking		-79.88
Bill	85220694	08/31/2026		08/24 BOTTLED WATER AND DELIVERY	727.100 · Supplies - General Op	-79.88	79.88
TOTAL						-79.88	79.88
Bill P...	30624	09/02/2026	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-1,072.99
Bill	1N6R-MTG6-776R	08/07/2026		TEEN PROGRAM	884.272 · Teen General Programs	-5.61	5.61
Bill	1NY3-RWMX-HMCX	08/27/2026		CARDSTOCK AND SUPPLIES	880.320 · Misc Marketing Supplies	-61.64	61.64
Bill	1GVD-G1WQ-4L4K	08/27/2026		TRASH BAGS AND LINERS	729.200 · Supplies-Cleaning Sup	-146.72	146.72
Bill	1L11-9719-7QR4	08/31/2026		WHERE'S WALDO BOOKS	982.760 · Youth Print General	-47.16	47.16
Bill	1KN3-MHN4-N1X1	08/31/2026		BINS FOR NEGATIVES, RALPH GUENTHER COLLECTION	982.510 · Local History Preservation	-31.99	31.99
Bill	19DX-HRCV--K3M4	08/31/2026		MCKUNE ROON SUPPLIES	884.126 · General Adult Programs	-127.32	127.32
Bill	1KL3-LLT4-3HXM	08/31/2026		· Adult Print General - SEE ALSO 1XPH-KDVK-3JWH	982.720 · Adult Print General	-103.20	103.20
Bill	1XPH-KDVK-3JWH	08/31/2026		· Adult Print General - SEE ALSO 1KL3-LLT4-3HXM	982.720 · Adult Print General	-29.90	29.90
Bill	1HPX-YDWG-CD4X	08/31/2026		TRACKER FOR MCKUNE ROOM SUPPLIES	884.126 · General Adult Programs	-14.99	14.99
Bill	1F93-7LVR-KPMY	08/31/2026		MCKUNE ROOM AND PARADE SUPPLIES	884.126 · General Adult Programs	-182.77	182.77
Bill	17K8-3GX7-H9QP	08/31/2026		MEMOIR ESSAY BOOKS	884.126 · General Adult Programs	-35.28	35.28
				BRAIN HUG & 36-HOUR DAY	982.830 · Community Care Shelf	-57.42	57.42
Bill	1FNL-769X-LDFY	09/01/2026		YOUTH VIDEO	982.480 · Youth Video DVD	-8.89	8.89
				· Youth Print General	982.760 · Youth Print General	-25.30	25.30
				WORD PLAY BOARD BOOK x 20	982.820 · Youth Enhancement	-194.80	194.80
TOTAL						-1,072.99	1,072.99
Bill P...	30625	09/02/2026	AMERICAN UNITED LIFE INSU...	GROUP: G 00623836-0000-000 - SEP 09/01/2026 -09/30/2026 -...	001.001 · CSB/Operations Checking		-988.78

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	20260818	08/27/2026		LIFE/DISABL INS PREMIUMS - SEP 09/01/2026 -09/30/2026 - 2...	710.200 · Per Svcs-Fringe Flex Ben	-988.78	988.78
TOTAL						-988.78	988.78
Bill P...	**30626**	**09/02/2026**	**Ann Arbor Observer**	**34501**	**001.001 · CSB/Operations Checking**		**-439.20**
Bill	34501	08/27/2026		MEDIA BUY - BACKSTAGE HOLLYWOOD	880.110 · Media Buy	-439.20	439.20
TOTAL						-439.20	439.20
Bill P...	**30627**	**09/02/2026**	**Ann Arbor Symphony Orchestra**	**INV 576 - 2026 - Kinderconcert, Acct #43207 - 09/12/26**	**001.001 · CSB/Operations Checking**		**-175.00**
Bill	576	08/27/2026		2026 - 09/12/26 KINDERCONCERT	884.215 · Early Literacy	-175.00	175.00
TOTAL						-175.00	175.00
Bill P...	**30628**	**09/02/2026**	**Ballard, Kerry**		**001.001 · CSB/Operations Checking**		**-1,211.54**
Bill	20260904	08/31/2026		2026 - BOOKKEEPING TO 09/04/26	801.040 · Accounting Coordinator	-961.54	961.54
Bill	20260901	08/31/2026		2026 - BACKSTAGE HOLLYWOOD SETUP AND PAINTING	884.980 · Exhibits - Restricted	-250.00	250.00
TOTAL						-1,211.54	1,211.54
Bill P...	**30629**	**09/02/2026**	**Budget Library Supplies**	**21664**	**001.001 · CSB/Operations Checking**		**-1,230.00**
Bill	21664	09/01/2026		Single CD & DVD Cases (600)	728.200 · Supplies-Matl Proc Case	-1,230.00	1,230.00
TOTAL						-1,230.00	1,230.00
Bill P...	**30630**	**09/02/2026**	**Chelsea Lumber Company**		**001.001 · CSB/Operations Checking**		**-291.93**
Bill	557435	09/01/2026		PAINT AND SUPPLIES FOR EXHIBIT - 3 GALLONS + SUPPLIES	884.801 · Exhibits	-225.94	225.94
Bill	557806	09/02/2026		PAINT FOR EXHIBIT - 1 GALLON	884.801 · Exhibits	-65.99	65.99
TOTAL						-291.93	291.93
Bill P...	**30631**	**09/02/2026**	**CHELSEA POST**	**APRIL - DECEMBER 2026 ADVERTISING**	**001.001 · CSB/Operations Checking**		**-1,395.00**
Bill	42601	08/31/2026		APRIL - DECEMBER SIDEBAR AD	880.110 · Media Buy	-1,334.87	1,665.00
				LEGAL NOTICE	880.110 · Media Buy	-60.13	75.00
TOTAL						-1,395.00	1,740.00
Bill P...	**30632**	**09/02/2026**	**Crimson Multimedia Dist. Inc.**		**001.001 · CSB/Operations Checking**		**-933.60**
Bill	30623	08/31/2026		2026 - VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-492.21	492.21
Bill	30760	08/31/2026		2026 - VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-315.93	315.93
Bill	31060	08/31/2026		2026 - VIDEO GAMES FOR COLLECTION	982.490 · Videogames	-125.46	125.46
TOTAL						-933.60	933.60
Bill P...	**30633**	**09/02/2026**	**First United Methodist Church**	**MIA26 - VENUE RENTAL 08/01/26**	**001.001 · CSB/Operations Checking**		**-300.00**
Bill	26-0339-SP	08/31/2026		MIA26 - VENUE RENTAL 08/01/26	884.962 · Music in the Air - Restricted	-300.00	300.00
TOTAL						-300.00	300.00
Bill P...	**30634**	**09/02/2026**	**Great Lakes Ace Hardware**		**001.001 · CSB/Operations Checking**		**-190.53**

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	20161/154	09/02/2026		PAINT FOR EXHIBIT - 2 GALLONS	884.801 · Exhibits	-169.08	169.08
Bill	20162/154	09/02/2026		TAPE AND TOOL FOR EXHIBIT	884.801 · Exhibits	-21.45	21.45
TOTAL						-190.53	190.53
Bill P...	**30635**	**09/02/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-5,310.16**
Bill	98362980	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	98362983	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.79	10.79
Bill	98362977	08/27/2026		· Youth Print General	982.760 · Youth Print General	-12.38	12.38
Bill	98389071	08/27/2026		· Youth Print General	982.760 · Youth Print General	-67.41	67.41
Bill	98389070	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.18	11.18
Bill	98389072	08/27/2026		· Youth Print General	982.760 · Youth Print General	-17.28	17.28
Bill	98389069	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.36	10.36
Bill	98389073	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98389079	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	98389078	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	98389082	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.33	18.33
Bill	98389076	08/27/2026		· Adult Print General	982.720 · Adult Print General	-18.79	18.79
Bill	98389080	08/27/2026		· Youth Print General	982.760 · Youth Print General	-13.04	13.04
Bill	98389085	08/27/2026		· Youth Print General	982.760 · Youth Print General	-9.09	9.09
Bill	98389081	08/27/2026		· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	98389083	08/27/2026		· Youth Print General	982.760 · Youth Print General	-64.62	64.62
Bill	98389077	08/27/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-12.42	12.42
Bill	98389075	08/27/2026		· Youth Print General	982.760 · Youth Print General	-7.98	7.98
Bill	98389084	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	98448194	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	98448193	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98448185	08/27/2026		· Youth Print General	982.760 · Youth Print General	-23.92	23.92
Bill	98448197	08/27/2026		· Adult Large Print	982.710 · Adult Large Print	-169.36	169.36
Bill	98448195	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-64.15	64.15
Bill	98448187	08/27/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	98448191	08/27/2026		· Adult Print General	982.720 · Adult Print General	-37.20	37.20
Bill	98448188	08/27/2026		· Adult Print General	982.720 · Adult Print General	-14.55	14.55
Bill	98448196	08/27/2026		· Adult Print General	982.720 · Adult Print General	-16.19	16.19
Bill	98448192	08/27/2026		· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	98448190	08/27/2026		· Adult Print General	982.720 · Adult Print General	-35.57	35.57
Bill	98448198	08/27/2026		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	98448186	08/27/2026		· Adult Print General	982.720 · Adult Print General	-14.45	14.45
Bill	98448189	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	98481594	08/27/2026		· Adult Print General	982.720 · Adult Print General	-31.17	31.17
Bill	98481604	08/27/2026		· Adult Large Print	982.710 · Adult Large Print	-116.18	116.18
Bill	98481598	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	98481597	08/27/2026		· Adult Print General	982.720 · Adult Print General	-14.54	14.54
Bill	98481592	08/27/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	98481593	08/27/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	98481601	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.33	18.33
Bill	98481596	08/27/2026		· Adult Print General	982.720 · Adult Print General	-14.45	14.45
Bill	98481595	08/27/2026		· Adult Print General	982.720 · Adult Print General	-33.96	33.96
Bill	98481602	08/27/2026		· Youth Print General	982.760 · Youth Print General	-12.95	12.95
Bill	98481599	08/27/2026		· Youth Print General	982.760 · Youth Print General	-14.45	14.45
Bill	98481600	08/27/2026		· Youth Print General	982.760 · Youth Print General	-25.84	25.84
Bill	98481590	08/27/2026		· Youth Print General	982.760 · Youth Print General	-10.63	10.63
Bill	98481591	08/27/2026		· Youth Print General	982.760 · Youth Print General	-17.94	17.94
Bill	98481603	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.31	11.31
Bill	98481605	08/27/2026		· Youth Print General	982.760 · Youth Print General	-8.63	8.63
Bill	98481606	08/27/2026		· Youth Print General	982.760 · Youth Print General	-12.92	12.92
Bill	98448199	08/27/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	98448201	08/27/2026		· Adult Print General	982.720 · Adult Print General	-28.85	28.85
Bill	98448200	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98448202	08/27/2026		· Youth Print General	982.760 · Youth Print General	-11.99	11.99
Bill	98495856	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-31.19	31.19
Bill	98537988	08/27/2026		· Adult Print General	982.720 · Adult Print General	-65.84	65.84
Bill	98537997	08/27/2026		· Adult Print General	982.720 · Adult Print General	-28.95	28.95

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	98537991	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	98537993	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-24.38	24.38
Bill	98537998	08/27/2026		· Adult Large Print	982.710 · Adult Large Print	-53.74	53.74
Bill	98537989	08/27/2026		· Adult Print General	982.720 · Adult Print General	-36.78	36.78
Bill	98537990	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-31.98	31.98
Bill	98565506	08/27/2026		· Adult Print General	982.720 · Adult Print General	-15.12	15.12
Bill	98565507	08/27/2026		· Adult Large Print	982.710 · Adult Large Print	-73.80	73.80
Bill	98565502	08/27/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	98565497	08/27/2026		· Adult Print General	982.720 · Adult Print General	-27.24	27.24
Bill	98565500	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-76.80	76.80
Bill	98565499	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.55	17.55
Bill	98565498	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	98565504	08/27/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-56.08	56.08
Bill	98565501	08/27/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	98663936	08/31/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	98663947	08/31/2026		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	98663948	08/31/2026		· Adult Print General	982.720 · Adult Print General	-45.77	45.77
Bill	98663935	08/31/2026		· Adult Print General	982.720 · Adult Print General	-22.62	22.62
Bill	98663946	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-114.97	114.97
Bill	98663937	08/31/2026		· Adult Print General	982.720 · Adult Print General	-31.36	31.36
Bill	98663944	08/31/2026		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-66.00	66.00
Bill	98663949	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-62.59	62.59
Bill	98663941	08/31/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-40.69	40.69
Bill	98663945	08/31/2026		· Adult Print General	982.720 · Adult Print General	-506.55	506.55
Bill	98663954	08/31/2026		· Adult Print General	982.720 · Adult Print General	-134.66	134.66
Bill	98663952	08/31/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-37.95	37.95
Bill	98663953	08/31/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-34.50	34.50
Bill	98663955	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	98673278	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-132.14	132.14
Bill	98673285	08/31/2026		· Adult Print General	982.720 · Adult Print General	-88.88	88.88
Bill	98673275	08/31/2026		· Adult Print General	982.720 · Adult Print General	-59.85	59.85
Bill	98673277	08/31/2026		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-37.97	37.97
Bill	98673279	08/31/2026		· Adult Print General	982.720 · Adult Print General	-28.80	28.80
Bill	98673280	08/31/2026		· Adult Print General	982.720 · Adult Print General	-15.09	15.09
Bill	98693623	08/31/2026		· Adult Print General	982.720 · Adult Print General	-31.74	31.74
Bill	98693617	08/31/2026		· Adult Print General	982.720 · Adult Print General	-17.83	17.83
Bill	98693621	08/31/2026		· Adult Print General	982.720 · Adult Print General	-16.50	16.50
Bill	98693620	08/31/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.50	16.50
Bill	98693627	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-37.80	37.80
Bill	98693626	08/31/2026		· Adult Print General	982.720 · Adult Print General	-51.16	51.16
Bill	98693616	08/31/2026		· Adult Print General	982.720 · Adult Print General	-18.13	18.13
Bill	98723132	08/31/2026		· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	98723139	08/31/2026		· Adult Print General	982.720 · Adult Print General	-35.03	35.03
Bill	98723140	08/31/2026		· Adult Print General	982.720 · Adult Print General	-34.79	34.79
Bill	98723133	08/31/2026		· Adult Print General	982.720 · Adult Print General	-41.34	41.34
Bill	98723141	08/31/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	98723137	08/31/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	98723138	08/31/2026		· Adult Print General	982.720 · Adult Print General	-15.63	15.63
Bill	98723136	08/31/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	98723131	08/31/2026		· Adult Print General	982.720 · Adult Print General	-17.79	17.79
Bill	98495857	09/01/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	98537996	09/01/2026		· Youth Print General	982.760 · Youth Print General	-29.54	29.54
Bill	98537995	09/01/2026		· Youth Print General	982.760 · Youth Print General	-117.09	117.09
Bill	98537992	09/01/2026		· Youth Print General	982.760 · Youth Print General	-21.64	21.64
Bill	98537994	09/01/2026		· Youth Print General	982.760 · Youth Print General	-10.14	10.14
Bill	98537987	09/01/2026		· Youth Print General	982.760 · Youth Print General	-8.12	8.12
Bill	98565505	09/01/2026		· Youth Print General	982.760 · Youth Print General	-16.24	16.24
Bill	98565503	09/01/2026		· Youth Print General	982.760 · Youth Print General	-30.54	30.54
Bill	98663942	09/01/2026		· Youth Print General	982.760 · Youth Print General	-12.92	12.92
Bill	98663936	09/01/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	98663940	09/01/2026		· Youth Print General	982.760 · Youth Print General	-49.52	49.52
Bill	98663943	09/01/2026		· Youth Print General	982.760 · Youth Print General	-34.44	34.44
Bill	98663933	09/01/2026		· Youth Print General	982.760 · Youth Print General	-10.83	10.83
Bill	98663934	09/01/2026		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	98663939	09/01/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	98663951	09/01/2026		· Youth Print General	982.760 · Youth Print General	-17.29	17.29
Bill	98663950	09/01/2026		· Youth Print General	982.760 · Youth Print General	-10.14	10.14
Bill	98663956	09/01/2026		· Youth Print General	982.760 · Youth Print General	-10.39	10.39
Bill	98673283	09/01/2026		· Youth Print General	982.760 · Youth Print General	-39.59	39.59
Bill	98673281	09/01/2026		· Youth Print General	982.760 · Youth Print General	-16.19	16.19
Bill	98673276	09/01/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98673284	09/01/2026		· Youth Print General	982.760 · Youth Print General	-8.79	8.79
Bill	98673282	09/01/2026		· Youth Print General	982.760 · Youth Print General	-32.65	32.65
Bill	98693622	09/01/2026		· Youth Print General	982.760 · Youth Print General	-84.56	84.56
Bill	98693619	09/01/2026		· Youth Print General	982.760 · Youth Print General	-14.87	14.87
Bill	98693624	09/01/2026		· Youth Print General	982.760 · Youth Print General	-638.41	638.41
Bill	98693625	09/01/2026		· Youth Print General	982.760 · Youth Print General	-45.32	45.32
Bill	98693618	09/01/2026		· Youth Print General	982.760 · Youth Print General	-11.34	11.34
Bill	98693628	09/01/2026		· Youth Print General	982.760 · Youth Print General	-12.38	12.38
Bill	98707588	09/01/2026		· Youth Print General	982.760 · Youth Print General	-5.59	5.59
Bill	98707589	09/01/2026		· Youth Reading Group	884.230 · Youth Reading Group	-57.48	57.48
Bill	98723134	09/01/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98723135	09/01/2026		· Youth Print General	982.760 · Youth Print General	-37.68	37.68
TOTAL						-5,310.16	5,310.16
Bill P...	**30636**	**09/02/2026**	**KANOPY INC**	**518803-PPU - KANOPY BORROWS - AUG 2026**	**001.001 · CSB/Operations Checking**		**-264.35**
Bill	518803-PPU	09/01/2026		2026 - KANOPY VIDEO PLAYS - AUG	982.410 · Electronic Products/Subs	-264.35	264.35
TOTAL						-264.35	264.35
Bill P...	**30637**	**09/02/2026**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-998.41**
Bill	509250878	08/27/2026		AUG/SEP BoCs	982.120 · Adult Books on Disc	-217.96	217.96
Bill	509250876	08/31/2026		MAY-JUL NF	982.470 · DVD Non-Fiction	-22.49	22.49
Bill	509250877	08/31/2026		AUG FEATURE FILMS	982.460 · DVD Feature	-335.12	335.12
Bill	509303012	08/31/2026		AUG FEATURE FILMS	982.460 · DVD Feature	-422.84	422.84
TOTAL						-998.41	998.41
Bill P...	**30638**	**09/02/2026**	**Midwest Tape - Hoopla**	**509359965 - customer # 2000016156**	**001.001 · CSB/Operations Checking**		**-3,909.56**
Bill	509359965	09/01/2026		HOOPLA BORROWS - AUG	982.410 · Electronic Products/Subs	-3,909.56	3,909.56
TOTAL						-3,909.56	3,909.56
Bill P...	**30639**	**09/02/2026**	**NOVAK, BRANDY**	**TEEN TASTE TEST PROGRAM SUPPLIES**	**001.001 · CSB/Operations Checking**		**-16.46**
Bill	26-1109-SC	09/01/2026		TEEN TASTE TEST PROGRAM SUPPLIES	884.272 · Teen General Programs	-16.46	16.46
TOTAL						-16.46	16.46
Bill P...	**30640**	**09/02/2026**	**Pitney Bowes**	**ACCT # 0010280651 - INV 3323111412**	**001.001 · CSB/Operations Checking**		**-63.72**
Bill	3323111412	08/31/2026		METER RENTAL - 07/16/26 - 10/15/26	731.200 · Other Svc-Pstg Operatng	-63.72	63.72
TOTAL						-63.72	63.72
Bill P...	**30641**	**09/02/2026**	**Print-Tech Inc.**	**284274**	**001.001 · CSB/Operations Checking**		**-781.47**
Bill	284274	08/27/2026		2026 BACKSTAGE HOLLYWOOD PROMOTIONAL MATERIAL	880.311 · Exhibits	-781.47	781.47
TOTAL						-781.47	781.47

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill P...	**30642**	**09/02/2026**	**R. D. Kleinschmidt Inc.**	**INV 68710 - REPAIR CONNECTOR FLAT ROOF**	**001.001 · CSB/Operations Checking**		**-18,495.00**
Bill	68710	08/27/2026		REPAIR SEAMS ON FRONT FLAT ROOF	975.200 · Capital Maintenance	-18,495.00	18,495.00
TOTAL						-18,495.00	18,495.00
Bill P...	**30643**	**09/02/2026**	**SANGOMA US INC**	**CI207896 - 07/26/26 - 09/25/26 ACCOUNT NO. LO-0000247807**	**001.001 · CSB/Operations Checking**		**-486.85**
Bill	CI207896	09/01/2026		VIOP - 07/26/26 - 09/25/26	850.120 · Telephone	-486.85	486.85
TOTAL						-486.85	486.85
Bill P...	**30644**	**09/02/2026**	**Schindler Elevator Corp**	**4626348421 ACCT 2974500**	**001.001 · CSB/Operations Checking**		**-548.23**
Bill	4626348421	08/27/2026		DOOR TONE AND TENSION ADJUSTMENT	803.010 · Maint Svc Contingency	-548.23	548.23
TOTAL						-548.23	548.23
Bill P...	**30645**	**09/02/2026**	**Serendipity Books**	**159205**	**001.001 · CSB/Operations Checking**		**-81.08**
Bill	159205	08/31/2026		WHERE'S WALDO PARTY SUPPLIES	884.222 · General Youth Programs	-81.08	81.08
TOTAL						-81.08	81.08
Bill P...	**30646**	**09/02/2026**	**Slomovits, Sandor**	**FROM BROADWAY AND HOLLYWOOD WITH LOVE - 09/19/20...**	**001.001 · CSB/Operations Checking**		**-800.00**
Bill	26-0216 SP	03/31/2026		FROM BROADWAY AND HOLLYWOOD WITH LOVE - 09/19/2026	884.119 · General Adult Events	-800.00	800.00
TOTAL						-800.00	800.00
Bill P...	**30647**	**09/02/2026**	**T-MOBILE**	**2026 - ACCT 975550022 - STATEMENT DATED 08/21/2026 DU...**	**001.001 · CSB/Operations Checking**		**-383.27**
Bill	975550022-61	08/31/2026		2026 - T-MOBILE WIFI HOTSPOTS - DUE 09/13/2026 FOR 07/2...	850.311 · WiFi Hotspots	-351.42	351.42
				2026 - MOBEE CELL - DUE 09/13/2026 FOR 07/21/26 - 08/20/2...	850.122 · Telecommunications -Mobile CDL	-31.85	31.85
TOTAL						-383.27	383.27
Bill P...	**30648**	**09/02/2026**	**The Sun Times**	**2026 - 30523-R**	**001.001 · CSB/Operations Checking**		**-250.00**
Bill	30523-R	08/27/2026		2026 - SPIRIT PAGE	880.110 · Media Buy	-250.00	250.00
TOTAL						-250.00	250.00
Bill P...	**30649**	**09/02/2026**	**UNIVERSITY OFFICE TECHNO...**	**598262962- ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Checking**		**-784.86**
Bill	598262962	08/31/2026		PUBLIC COPIER LEASE - 08/01/26 -08/30/26	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER LEASE - 08/01/26 -08/30/26	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 08/01/26 -08/30/26	803.103 · Small Printer Maintenance	-105.86	105.86
TOTAL						-784.86	784.86
Bill P...	**30650**	**09/02/2026**	**UPPER LEVEL GRAPHICS**	**29328 - BACKSTAGE HOLLYWOOD**	**001.001 · CSB/Operations Checking**		**-884.00**
Bill	29328	08/27/2026		VINYL FLOOR GRAPHICS	880.311 · Exhibits	-884.00	884.00
TOTAL						-884.00	884.00
Bill P...	**30651**	**09/02/2026**	**WEBSTER-HEIN, MICHELLE L**	**YOUTH PROGRAM WRITING WORKSHOP 09/16 - 10/14/2026**	**001.001 · CSB/Operations Checking**		**-400.00**

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0519-JZ	09/01/2026		YOUTH PROGRAM WRITING WORKSHOP 09/16 - 10/14/2026	884.212 · General Youth Programs	-400.00	400.00
TOTAL						-400.00	400.00
Bill P...	**30652**	**09/02/2026**	**Zoran, Amy**	**CARDS X 6**	**001.001 · CSB/Operations Checking**		**-30.00**
Bill	26-6295	08/31/2026		CARDS X 6	727.100 · Supplies - General Op	-30.00	30.00
TOTAL						-30.00	30.00
Bill P...	**30653**	**09/11/2026**	**Addison Township Public Libr...**	**Lost BOOK- 39082136477786**	**001.001 · CSB/Operations Checking**		**-49.95**
Bill	26-0340-SP	09/11/2026		LOST BOOK - PO#20-0340-SP	982.760 · Youth Print General	-49.95	49.95
TOTAL						-49.95	49.95
Bill P...	**30654**	**09/11/2026**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-1,801.89**
Bill	14L7-N3FT-XHP7	09/10/2026		COMPUTER SUPPLIES	967.120 · Computers	-40.11	40.11
Bill	1TYN-JK6G-NT3H	09/10/2026		CANDY	884.276 · Teen Event Supplies	-10.16	10.16
				TTT SUPPLIES	884.272 · Teen General Programs	-100.64	100.64
				FILAMENT FOR 3-D PRINTERS	884.602 · Technology Programs - Supplies	-19.79	19.79
				VIDEOGAME - REPLACEMENT	982.490 · Videogames	-32.30	32.30
Bill	1FXN-KWPY-1MWL	09/10/2026		CANDY	884.276 · Teen Event Supplies	-23.74	23.74
Bill	1TH9-9VX7-6HTM	09/10/2026		COMPUTER EQUIPMENT (LENOVO DESKTOP x 2)	967.120 · Computers	-1,117.36	1,117.36
Bill	17X3-CCX9-R493	09/10/2026		EXHIBIT SUPPLIES	880.311 · Exhibits	-34.97	34.97
Bill	1F19-4DTG-Y9DC	09/10/2026		TECH SUPPLIES	884.602 · Technology Programs - Supplies	-146.24	146.24
Bill	1NRG-F9R7-7FDN	09/10/2026		TECHNOLOGY SUPPLIES	884.602 · Technology Programs - Supplies	-263.39	263.39
Bill	13Y1-VHDF-LDJN	09/10/2026		· Youth Print General	982.760 · Youth Print General	-13.19	13.19
TOTAL						-1,801.89	1,801.89
Bill P...	**30655**	**09/11/2026**	**Association Maintenance Corp**		**001.001 · CSB/Operations Checking**		**-1,047.84**
Bill	15776	09/11/2026		AUG MOWS - was 803.613, changed 10/09 per LB - entry error	803.611 · Lawn Service	-617.28	617.28
Bill	15775	09/11/2026		JULY MOWS - was 803.613, changed 10/09 per LB - entry error	803.611 · Lawn Service	-430.56	430.56
TOTAL						-1,047.84	1,047.84
Bill P...	**30656**	**09/11/2026**	**Blue Care Network of Michigan**	**2026 - GROUP 00277068 SUBGROUP 0002 - COVERAGE OCT...**	**001.001 · CSB/Operations Checking**		**-3,924.05**
Bill	26-2560-LB	09/11/2026		OCT HEALTH INSURANCE COVERAGE, OCT 10/01 - 10/31/2...	710.200 · Per Svcs-Fringe Flex Ben	-3,924.05	3,924.05
TOTAL						-3,924.05	3,924.05
Bill P...	**30657**	**09/11/2026**	**Cintas Corporation-300**	**4281464155 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-171.36**
Bill	4281464155	09/10/2026		2026 - CLEANING SUPPLIES/SOAP	729.200 · Supplies-Cleaning Sup	-23.26	23.26
				2026 - RUGS	729.300 · Supplies-Cleaning Rugs	-148.10	148.10
TOTAL						-171.36	171.36
Bill P...	**30658**	**09/11/2026**	**City of Chelsea**	**2026 AUG TRASH**	**001.001 · CSB/Operations Checking**		**-40.00**
Bill	26-6302	09/11/2026		2026 AUG TRASH	803.620 · Trash	-40.00	40.00
TOTAL						-40.00	40.00
Bill P...	**30659**	**09/11/2026**	**City of Chelsea-Elect & Water**	**2026 - AUG - 07/31 - 08/31/2026 - UTILITIES: ELECTRICITY, W...**	**001.001 · CSB/Operations Checking**		**-9,862.51**

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-2557-LB	09/10/2026		2026 -WATER - AUG - 07/31 - 08/31/2026	920.110 · City of Chelsea Water	-72.55	72.55
				2026 - SEWER - AUG - 07/31 - 08/31/2026	920.120 · City of Chelsea Sewer	-152.56	152.56
				2026 - ELECTRICITY - AUG - 07/31 - 08/31/2026	920.130 · City of Chelsea Electric	-9,276.28	9,276.28
				2026 - SPRINKLER - AUG - 07/31 - 08/31/2026	920.150 · City of Chelsea Sprinkler	-304.39	304.39
				2026 - MoBee/GARAGE - AUG - 07/31 - 08/31/2026	920.131 · MoBee - Garage electricity	-56.73	56.73
TOTAL						-9,862.51	9,862.51
Bill P...	**30660**	**09/11/2026**	**First United Methodist Church**	**MIA26 - VENUE RENTAL 08/01/26 - OUR ERROR. TO FUN CO...**	**001.001 · CSB/Operations Checking**		**-100.00**
Bill	26-0339-SP MIA26	09/11/2026		MIA26 - VENUE RENTAL 08/01/26 - REQUEST WAS FOR $300...	884.962 · Music in the Air - Restricted	-100.00	100.00
TOTAL						-100.00	100.00
Bill P...	**30661**	**09/11/2026**	**Foster Swift Collins & Smith**	**INV 950658 - CLIENT 21969-00001**	**001.001 · CSB/Operations Checking**		**-534.00**
Bill	950658	09/11/2026		DRAFT AND SENT FOIA PACKET	801.010 · Attorney	-534.00	534.00
TOTAL						-534.00	534.00
Bill P...	**30662**	**09/11/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-1,615.81**
Bill	98826514	09/10/2026		· Youth Print General	982.760 · Youth Print General	-6.39	6.39
Bill	98826521	09/10/2026		· Youth Print General	982.760 · Youth Print General	-21.09	21.09
Bill	98826516	09/10/2026		· Youth Print General	982.760 · Youth Print General	-10.01	10.01
Bill	98826515	09/10/2026		· Youth Print General	982.760 · Youth Print General	-13.06	13.06
Bill	98826524	09/10/2026		· Youth Print General	982.760 · Youth Print General	-41.76	41.76
Bill	98826517	09/10/2026		· Youth Print General	982.760 · Youth Print General	-22.93	22.93
Bill	98826523	09/10/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	98826526	09/10/2026		· Adult Print General	982.720 · Adult Print General	-74.99	74.99
Bill	98826518	09/10/2026		· Adult Print General	982.720 · Adult Print General	-53.36	53.36
Bill	98826519	09/10/2026		· Adult Print General	982.720 · Adult Print General	-60.11	60.11
Bill	98826520	09/10/2026		· Adult Print General	982.720 · Adult Print General	-69.52	69.52
Bill	98826525	09/10/2026		· Adult Print General	982.720 · Adult Print General	-576.79	576.79
Bill	98826527	09/10/2026		· Adult Large Print	982.710 · Adult Large Print	-45.66	45.66
Bill	98826522	09/10/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.70	16.70
Bill	98826530	09/10/2026		· Adult Large Print	982.710 · Adult Large Print	-21.90	21.90
Bill	98826528	09/10/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-21.90	21.90
Bill	98826529	09/10/2026		· Adult Print General	982.720 · Adult Print General	-35.04	35.04
Bill	98865144	09/10/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	98901007	09/10/2026		· Adult Print General	982.720 · Adult Print General	-52.28	52.28
Bill	98901009	09/10/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-16.17	16.17
Bill	98901013	09/10/2026		· Adult Print General	982.720 · Adult Print General	-58.91	58.91
Bill	98901011	09/10/2026		· Adult Print General	982.720 · Adult Print General	-15.63	15.63
Bill	98901012	09/10/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	98901005	09/10/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	98901006	09/10/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	98901010	09/10/2026		· Youth Print General	982.760 · Youth Print General	-29.08	29.08
Bill	98901008	09/10/2026		· Youth Print General	982.760 · Youth Print General	-22.60	22.60
Bill	98901004	09/10/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	98991589	09/10/2026		· Adult Print General	982.720 · Adult Print General	-42.86	42.86
Bill	98991588	09/10/2026		· Adult Print General	982.720 · Adult Print General	-30.11	30.11
Bill	98991587	09/10/2026		· Adult Print General	982.720 · Adult Print General	-80.38	80.38
Bill	98991585	09/10/2026		· Adult Print General	982.720 · Adult Print General	-11.88	11.88
Bill	98991584	09/10/2026		· Adult Print General	982.720 · Adult Print General	-27.56	27.56
Bill	98991586	09/10/2026		· Adult Print General	982.720 · Adult Print General	-13.21	13.21
Bill	99039328	09/10/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	99039329	09/10/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
TOTAL						-1,615.81	1,615.81

Chelsea District Library
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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill P...	**30663**	**09/11/2026**	**Johnson Controls Building Sol...**	**ACCT 1348743 - 1-138473648371 - SERVER ROOM MINISPLIT ...**	**001.001 · CSB/Operations Checking**		**-2,603.10**
Bill	1-138473648371	09/10/2026		SERVER ROOM MINISPLIT NOT STAYING ON.	803.010 · Maint Svc Contingency	-2,603.10	2,603.10
TOTAL						-2,603.10	2,603.10
Bill P...	**30664**	**09/11/2026**	**KeyBank**	**A/C Ending ....3195 08/10 - 09/09/26 DUE 10/06/2026 $31...**	**001.001 · CSB/Operations Checking**		**-3,151.15**
Bill	2026106	09/11/2026		CHELSEA WELLNESS - AUG HEALTH STIPEND, MEMBERSHIP	969.620 · Staff In-Service & Appreciation	-174.66	175.00
				4Imprin-PRINTED ITEMS, STATIONARY	880.340 · Printed Items / Stationary	-354.69	355.35
				BRITTEN - BACKSTAGE HOLLYWOOD ENTRANCE BANNERS	880.311 · Exhibits	-759.46	760.88
				SIGNS IN 1 DAY - LIBRARY SIGN UP MONTH BANNERS	880.130 · Signs/Banners/Posters	-192.64	193.00
				META - MIA26 ADVERTISING	880.110 · Media Buy	-10.79	10.81
				STICKER MULE - LIBRARY CARD SIGN-UP MONTH STICKERS	880.441 · General Service/Resource Promo	-144.73	145.00
				THE POTTING SHED - PET MEMORIAL GARDEN ITEMS	880.311 · Exhibits	-406.28	407.04
				edX - PERSONNEL MANAGEMENT FOR LIBRARY PERSONNE...	969.610 · Workshops	-58.89	59.00
				SIGNS IN 1 DAY - EXHIBIT TITLE VINYL	880.311 · Exhibits	-95.82	96.00
				SP EPIC READS (HAREPER COLLINS) - COMMUNION BOOX x 2	982.760 · Youth Print General	-37.43	37.50
				UNIVERSAL YUMS - JAPAN BOX	884.276 · Teen Event Supplies	-58.89	59.00
				GAYLORD ARCHIVAL - BAGS FOR PHOTO NEGATIVES	982.510 · Local History Preservation	-48.43	48.52
				FIRE MOUNTAIN GEMS - ROCKS	884.272 · Teen General Programs	-77.48	77.63
				BAMBULAB - 3-D FILAMENT	884.602 · Technology Programs - Supplies	-244.53	244.99
				TARGET - OREOS	884.272 · Teen General Programs	-22.34	22.38
				eBAY - YAHTZEE REPLACEMENT PIECES	884.222 · General Youth Programs	-15.19	15.22
				GOOGLE YOUTUBE - FILM TO PLAY DURING EXHIBIT	884.801 · Exhibits	-9.97	9.99
				GOOGLE YOUTUBE - FILM TO PLAY DURING EXHIBIT	884.801 · Exhibits	-16.96	16.99
				ACE - HEAT GLOVE AND HEADLAMPS	884.602 · Technology Programs - Supplies	-39.81	39.88
				AVTECH - SOFTWARE	967.200 · Equipment Software	-44.92	45.00
				ZOOM - VIDEO CONFERENCING SOFTWARE	967.200 · Equipment Software	-39.43	39.50
				XIBO SIGNAGE LTD - CLOUD CMS HOSTING (FEC FEE $.66 - ...	967.200 · Equipment Software	-21.99	22.03
				GO DADDY - WEBSITE HOSTING	803.395 · Website Hosting & Service	-24.14	24.19
				POLLY'S - commUNITY Picnic SUPPLIES	884.126 · General Adult Programs	-66.38	66.50
				SPADS TWISTERS - SUMMER READING	884.265 · YSG Recognition	-53.92	54.02
				SPADS TWISTERS - SUMMER READING	884.265 · YSG Recognition	-8.30	8.32
				CLEARY'S - PREBUDGET HEARING MEETING - POWERS, CO...	960.200 · Director Expense	-72.51	72.65
				STATE FARM - NOTARY BOND	801.045 · NOTARY CERTIFICATION	-49.91	50.00
				XIBO SIGNAGE LTD - CLOUD CMS HOSTING FEC FEE $.66 - S...	967.200 · Equipment Software	-0.66	0.66
TOTAL						-3,151.15	3,157.05
Bill P...	**30665**	**09/11/2026**	**KNIGHT TECHNOLOGY GROUP**	**2026 - 29641 - DATTO BACKUPS**	**001.001 · CSB/Operations Checking**		**-1,100.00**
Bill	29641	09/10/2026		SEPT DATTO BACKUPS	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill P...	**30666**	**09/11/2026**	**Petty Cash-**	**PETTY CASH - 005/26/26 - 09/10/26**	**001.001 · CSB/Operations Checking**		**-153.67**
Bill	26-6300	09/10/2026		06/10/26 - LINDA, PLLLY'S, AIR FRESHNERS	727.100 · Supplies - General Op	-5.40	6.00
				06/18/26 - LORI, THE COURTYARD CAFE, CHAMBER LUNCH	960.200 · Director Expense	-7.66	8.50
				06/18/26 - LINDA, MENARDS, DOWNSPOUT ADAPTER	732.300 · Supplies-MNT-General	-4.48	4.97
				06/23/26 - LINDA, MIEJER, DRAIN CLEANER	732.300 · Supplies-MNT-General	-5.84	6.49
				06/25/26 - LINDA, COSTCO, FEBREEZE	732.300 · Supplies-MNT-General	-7.20	7.99
				06/26/26 - KERRY, USPS, CERTIFIED MAIL, UNIVERSITY OFFI...	731.200 · Other Svc-Pstg Operatng	-9.44	10.48
				06/29/26 - CHRIS, ZORAN CARDS x 3	727.100 · Supplies - General Op	-13.51	15.00
				07/18/26 - BRANDON, GREAT LAKES ACE, EVENT SUPPLIES	884.602 · Technology Programs - Supplies	-22.07	24.51
				07/19/26 - EVERETT, IMPASTO, LUNCH AT MOBEE EVENT	969.141 · PR & Development Coord Travel	-7.63	8.47
				07/19/26 - EVERETT, A'S SWEETS, LEMONADE, LUNCH AT M...	969.141 · PR & Development Coord Travel	-8.59	9.54
				07/22/26 - AMELIA, PERKY PANTRY, ICE	884.226 · Summer Reading	-5.84	6.49
				07/22/26 - LINDA, POLLYS, DISH SOAP	729.200 · Supplies-Cleaning Sup	-7.13	7.92
				09/09/26 - CHRIS, WASHTENAW COUNTY, NOTARY FEE	801.045 · NOTARY CERTIFICATION	-9.01	10.00
				09/10/26 - CHRIS, MI SEC OF STATE, NOTARY FEE	801.045 · NOTARY CERTIFICATION	-9.16	10.17
				09/10/26 - KATIE, POLLY'S, PROGRAM SUPPLIES	884.121 · Adult Event Supplies	-23.55	26.15

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				09/10/26 - JESSICA, DOLLAR TREE, GLITTER	884.222 · General Youth Programs	-7.16	7.95
TOTAL						-153.67	170.63
Bill P...	**30667**	**09/11/2026**	**Verizon Wireless**	**INV 6152159301 - ACCT 442098695-00001 - 07/29 - 08/28/26 P...**	**001.001 · CSB/Operations Checking**		**-685.80**
Bill	6152159301	09/10/2026		HOT SPOTS - 07/29 - 08/28/26 PG 3	850.311 · WiFi Hotspots	-644.79	644.79
				MOBEE INTERNET - 07/29 - 08/28/26 PG 3	850.312 · Internet/Service - Mobile CDL	-41.01	41.01
TOTAL						-685.80	685.80
Bill P...	**30668**	**09/22/2026**	**A Production Cleaning Compa...**	**17105 - CLEANING 08/30-09/12/26**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	17105	09/15/2026		17105 - CLEANING 08/30-09/12/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill P...	**30669**	**09/22/2026**	**American Library Association ...**	**26/27 - LORI ELLEN CORYELL Membership #1026039 10/01/2...**	**001.001 · CSB/Operations Checking**		**-125.00**
Bill	1026039	09/15/2026		26/27 - LORI ELLEN CORYELL Membership #1026039 10/01/20...	969.310 · Director Memberships	-125.00	125.00
TOTAL						-125.00	125.00
Bill P...	**30670**	**09/22/2026**	**Ballard, Kerry**		**001.001 · CSB/Operations Checking**		**-1,161.54**
Bill	260918	09/19/2026		2026 - BOOKKEEPING THROUGH 09/18	801.040 · Accounting Coordinator	-961.54	961.54
Bill	20260915	09/22/2026		- BACKSTAGE HOLLYWOOD PICTURES AND CLEANUP BEF...	884.801 · Exhibits	-200.00	200.00
TOTAL						-1,161.54	1,161.54
Bill P...	**30671**	**09/22/2026**	**BOONE AND DARR**	**INVOICE 08632, CUST 20068**	**001.001 · CSB/Operations Checking**		**-320.00**
Bill	8632	09/15/2026		SINK LINK IN MCKUNE KITCHEN	803.010 · Maint Svc Contingency	-320.00	320.00
TOTAL						-320.00	320.00
Bill P...	**30672**	**09/22/2026**	**BUGAN, CARMEN**	**MEMOIR PROGRAM 09/18, 10/09, 11/20**	**001.001 · CSB/Operations Checking**		**-450.00**
Bill	26-0806-LEB	09/15/2026		MEMOIR PROGRAM 09/18, 10/09, 11/20	884.119 · General Adult Events	-450.00	450.00
TOTAL						-450.00	450.00
Bill P...	**30673**	**09/22/2026**	**CHELSEA SCHOOL DISTRICT -...**	**2026 - FUEL 08/31/26 - 08/31/26**	**001.001 · CSB/Operations Checking**		**-81.27**
Bill	20260918	09/21/2026		2026 - SEP BILLING FOR AUG DIESEL - 16.97 GAL @ $4.2758 ...	758.100 · MOBILE CDL - FUEL	-81.27	81.27
TOTAL						-81.27	81.27
Bill P...	**30674**	**09/22/2026**	**Constellation NewEnergy-Gas ...**	**INV 4680682 - ACCT BG-303066 - AUG 07/22 - 08/19/26**	**001.001 · CSB/Operations Checking**		**-57.91**
Bill	4680682	09/15/2026		AUG 07/22 - 08/19/26	920.200 · Natural Gas Utilities	-57.91	57.91
TOTAL						-57.91	57.91
Bill P...	**30675**	**09/22/2026**	**Costco Anywhere Visa**	**MEMBER 112007369621 - 09/16 STMT - CARD ENDING 3253**	**001.001 · CSB/Operations Checking**		**-971.05**
Bill	26-1212-LC	09/15/2026		LOWES - EXHIBIT SUPPLIES	884.801 · Exhibits	-66.72	66.72
				CLEARY'S - COMMUNITY COLLAB MTG, POWERS, TUPLIN (S...	960.200 · Director Expense	-72.33	72.33

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				POTTING SHED - SUPPLIES FOR EXHIBIT	960.200 · Director Expense	-832.00	832.00
TOTAL						-971.05	971.05
Bill P...	30676	09/22/2026	Dollar Bill Printing	DB-113163-INV	001.001 · CSB/Operations Checking		-33.43
Bill	DB-113861	09/22/2026		BUSINESS CARDS - STACEY	880.340 · Printed Items / Stationary	-33.43	33.43
TOTAL						-33.43	33.43
Bill P...	30677	09/22/2026	FUN EXPRESS		001.001 · CSB/Operations Checking		-376.03
Bill	74355206901	09/15/2026		OUTREACH - HALLOWEEN	884.227 · Outreach	-119.49	139.20
				STORY BOOK TRAIL - HALLOWEEN	884.251 · Story Book Trail	-199.55	232.48
Bill	74355206902	09/15/2026		STORY BOOK TRAIL - HALLOWEEN	884.251 · Story Book Trail	-56.99	56.99
TOTAL						-376.03	428.67
Bill P...	30678	09/22/2026	The Sun Times	2026 - 30666-R	001.001 · CSB/Operations Checking		-318.75
Bill	30666	09/22/2026		BACKSTAGE HOLLYWOOD	880.110 · Media Buy	-318.75	318.75
TOTAL						-318.75	318.75
Bill P...	30679	09/22/2026	Unique Management Services I...	2026 - 6163986 CLIENT # 1954 - COLLECTION FEES (PLACE...	001.001 · CSB/Operations Checking		-89.50
Bill	6163986	09/21/2026		2026 AUG - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-89.50	89.50
TOTAL						-89.50	89.50
Bill P...	30680	09/22/2026	UNIVERSITY OFFICE TECHNO...	598614422 - ACCT #1624667 - SITE 5597587	001.001 · CSB/Operations Checking		-880.34
Bill	598614422	09/21/2026		PUBLIC COPIER LEASE - 08/01/26 -08/30/26	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER LEASE - 08/01/26 -08/30/26	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 08/01/26 -08/30/26	803.103 · Small Printer Maintenance	-201.34	201.34
TOTAL						-880.34	880.34
Bill P...	30681	09/22/2026	Washtenaw County Treasurer	2026 - CUSTOMER #5401, INV 20261640 - 07/26 CHARGEBAC...	001.001 · CSB/Operations Checking		-260.72
Bill	20261640	09/15/2026		2026 - 07/26 CHARGEBACK LEDGER	402.500 · Lyndon Township	-34.21	34.21
				2026 - 07/26 CHARGEBACK LEDGER	402.600 · Sylvan Township	-226.51	226.51
TOTAL						-260.72	260.72
Bill P...	30682	09/22/2026	WEBLINX INC	FY2026 - Inv 36409 - STORIES OF CHELSEA REDESIGN 2 OF 4	001.001 · CSB/Operations Checking		-3,770.00
Bill	36409	09/22/2026		2026 - STORIES OF CHELSEA REDESIGN 2 OF 4	801.071 · Website Development	-3,770.00	3,770.00
TOTAL						-3,770.00	3,770.00
Bill P...	30683	09/22/2026	A T & T Mobility	ACCT 287286231198X - INV 09142026 - ISSUED ON 09/06/2026	001.001 · CSB/Operations Checking		-215.15
Bill	X09142026	09/22/2026		2026 - PUBLIC WIFI HOT SPOTS 09/07 - 10/2026 SEE PG 3	850.311 · WiFi Hotspots	-215.15	215.15
TOTAL						-215.15	215.15
Bill P...	30684	09/30/2026	A Production Cleaning Compa...	17130 - CLEANING 09/13 - 27/2026	001.001 · CSB/Operations Checking		-1,750.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	17130	09/29/2026		17130 - CLEANING 09/13 - 27/2026	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00
Bill P...	**30685**	**09/30/2026**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-423.84**
Bill	17JF-4FHR-NY1C	09/29/2026		6 CASES JUMBO TP	729.100 · Supplies-Cleaning-Paper	-191.34	191.34
				VOLUNTEER CANDY	885.200 · Supplies	-13.99	13.99
Bill	1YVP-DVXT-J6MF	09/30/2026		PICTURE FRAME - EXHIBIT	884.801 · Exhibits	-53.09	53.09
Bill	1R1D-1DX1-1P16	09/30/2026		MOVIES FOR EXHIBIT	884.801 · Exhibits	-34.67	34.67
Bill	197T-JXRC-7K7W	09/30/2026		MOVIES FOR EXHIBIT	884.801 · Exhibits	-19.59	19.59
Bill	1X66-KN3M-R39G	09/30/2026		ACRYLIC PAINTS, GLITTER GLUE	884.222 · General Youth Programs	-14.16	14.16
				IMPOSSIBLE CREATURES	884.230 · Youth Reading Group	-66.10	66.10
				GUINESS WORLD RECORDS	982.760 · Youth Print General	-30.90	30.90
TOTAL						-423.84	423.84
Bill P...	**30686**	**09/30/2026**	**AMERICAN UNITED LIFE INSU...**	**GROUP: G 00623836-0000-000 - OCT 10/01/2026 -10/31/2026 -...**	**001.001 · CSB/Operations Checking**		**-988.78**
Bill	26-2567-LB	09/29/2026		LIFE/DISABL INS PREMIUMS - OCT 10/01/2026 -10/31/2026 - ...	710.200 · Per Svcs-Fringe Flex Ben	-988.78	988.78
TOTAL						-988.78	988.78
Bill P...	**30687**	**09/30/2026**	**Ballard, Kerry**	**2026 - BOOKKEEPING TO 10/02/26**	**001.001 · CSB/Operations Checking**		**-961.54**
Bill	20261002	09/24/2026		2026 - BOOKKEEPING TO 10/02/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill P...	**30688**	**09/30/2026**	**Ballard, Linda P.**	**REIMBURSEMENT - VOL SUPPLIES AND MCKUNE KITCHEN ...**	**001.001 · CSB/Operations Checking**		**-56.01**
Bill	26-2564-LB	09/29/2026		MCKUNE KITCHEN PAPER TOWEL HOLDER AND POWER TO...	732.300 · Supplies-MNT-General	-27.01	27.01
				VOLUNTEER SUPPLIES	885.200 · Supplies	-29.00	29.00
TOTAL						-56.01	56.01
Bill P...	**30689**	**09/30/2026**	**BOMMARITO, JOHN M**	**SONGFEST26 - ON-STAGE INTERVIEW**	**001.001 · CSB/Operations Checking**		**-350.00**
Bill	26-1083-LC	09/29/2026		SONGFEST26 - ON-STAGE INTERVIEW	884.411 · Songfest	-350.00	350.00
TOTAL						-350.00	350.00
Bill P...	**30690**	**09/30/2026**	**Chelsea Area Chamber of Com...**	**2026 - OCT BREAKFAST ADMISSION**	**001.001 · CSB/Operations Checking**		**-30.00**
Bill	Y19814	09/29/2026		2026 - OCT BREAKFAST ADMISSION	880.431 · General Library Prog Promotion	-30.00	30.00
TOTAL						-30.00	30.00
Bill P...	**30691**	**09/30/2026**	**CHRIS COLLINGWOOD, INC.**	**FINAL PMT - $2K -SONGFEST2026 - $4k CONTRACT, $1k TR...**	**001.001 · CSB/Operations Checking**		**-2,000.00**
Bill	26-1082-LC	09/29/2026		FINAL PAYMENT - SONGFEST2026 - $4k CONTRACT, $1k TRA...	884.411 · Songfest	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill P...	**30692**	**09/30/2026**	**CONSTRUCTION DESIGN SER...**	**INV 8246, PO 25-2565-LB - TUCKPOINTING ON FRONT STON...**	**001.001 · CSB/Operations Checking**		**-1,650.00**
Bill	8246	09/29/2026		2026 - TUCKPOINTING ON FRONT STONE COLUMNS	803.010 · Maint Svc Contingency	-1,650.00	1,650.00
TOTAL						-1,650.00	1,650.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill P...	30693	09/30/2026	Ingram Library Services		001.001 · CSB/Operations Checking		-5,861.12
Bill	98991581	09/30/2026		· Youth Print General	982.760 · Youth Print General	-33.80	33.80
Bill	98991582	09/30/2026		· Youth Print General	982.760 · Youth Print General	-6.85	6.85
Bill	98991583	09/30/2026		· Youth Print General	982.760 · Youth Print General	-47.84	47.84
Bill	99006625	09/30/2026		· Youth Print General	982.760 · Youth Print General	-36.00	36.00
Bill	99006626	09/30/2026		· Youth Print General	982.760 · Youth Print General	-18.59	18.59
Bill	99006648	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.80	11.80
Bill	99006632	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99006627	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99006637	09/30/2026		· Youth Print General	982.760 · Youth Print General	-23.14	23.14
Bill	99006634	09/30/2026		· Youth Print General	982.760 · Youth Print General	-23.14	23.14
Bill	99006630	09/30/2026		· Youth Print General	982.760 · Youth Print General	-23.73	23.73
Bill	99006633	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99006636	09/30/2026		· Youth Print General	982.760 · Youth Print General	-17.29	17.29
Bill	99006641	09/30/2026		· Adult Print General	982.720 · Adult Print General	-36.20	36.20
Bill	99006645	09/30/2026		· Adult Print General	982.720 · Adult Print General	-772.68	772.68
Bill	99006647	09/30/2026		· Adult Print General	982.720 · Adult Print General	-412.96	412.96
Bill	99006644	09/30/2026		· Adult Print General	982.720 · Adult Print General	-44.01	44.01
Bill	99006628	09/30/2026		· Adult Print General	982.720 · Adult Print General	-38.81	38.81
Bill	99006646	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-35.25	35.25
Bill	99006635	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-42.55	42.55
Bill	99006643	09/30/2026		· Adult Print General	982.720 · Adult Print General	-58.23	58.23
Bill	99006642	09/30/2026		· Adult Print General	982.720 · Adult Print General	-14.46	14.46
Bill	99006631	09/30/2026		· Adult Print General	982.720 · Adult Print General	-16.17	16.17
Bill	99006640	09/30/2026		· Adult Print General	982.720 · Adult Print General	-14.46	14.46
Bill	99006629	09/30/2026		· Adult Print General	982.720 · Adult Print General	-30.92	30.92
Bill	99006638	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-26.24	26.24
Bill	99006639	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.78	17.78
Bill	99039325	09/30/2026		· Adult Print General	982.720 · Adult Print General	-30.26	30.26
Bill	99039326	09/30/2026		· Adult Print General	982.720 · Adult Print General	-41.51	41.51
Bill	99039316	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-38.85	38.85
Bill	99039315	09/30/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	99039323	09/30/2026		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-37.95	37.95
Bill	99039324	09/30/2026		· Adult Print General	982.720 · Adult Print General	-15.69	15.69
Bill	99039327	09/30/2026		· Youth Print General	982.760 · Youth Print General	-176.05	176.05
Bill	99039318	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99039313	09/30/2026		· Youth Print General	982.760 · Youth Print General	-9.58	9.58
Bill	99039314	09/30/2026		· Youth Print General	982.760 · Youth Print General	-22.88	22.88
Bill	99039321	09/30/2026		· Youth Print General	982.760 · Youth Print General	-17.29	17.29
Bill	99039320	09/30/2026		· Youth Print General	982.760 · Youth Print General	-22.60	22.60
Bill	99039322	09/30/2026		· Youth Print General	982.760 · Youth Print General	-22.60	22.60
Bill	99039319	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99039317	09/30/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	99071422	09/30/2026		· Adult Print General	982.720 · Adult Print General	-237.32	237.32
Bill	99071418	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	99071419	09/30/2026		· Adult Print General	982.720 · Adult Print General	-33.42	33.42
Bill	99071420	09/30/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	99071421	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99071423	09/30/2026		· Youth Print General	982.760 · Youth Print General	-63.38	63.38
Bill	99110247	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.04	17.04
Bill	99110248	09/30/2026		· Adult Print General	982.720 · Adult Print General	-14.16	14.16
Bill	99110249	09/30/2026		· Adult Print General	982.720 · Adult Print General	-18.66	18.66
Bill	99110251	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-23.47	23.47
Bill	99110245	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-23.47	23.47
Bill	99110253	09/30/2026		· Youth Print General	982.760 · Youth Print General	-53.42	53.42
Bill	99110252	09/30/2026		· Youth Print General	982.760 · Youth Print General	-213.20	213.20
Bill	99110250	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	99110242	09/30/2026		· Youth Print General	982.760 · Youth Print General	-9.03	9.03
Bill	99110243	09/30/2026		· Youth Print General	982.760 · Youth Print General	-13.50	13.50
Bill	99110244	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.88	11.88
Bill	99110246	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.63	11.63
Bill	99157337	09/30/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99157340	09/30/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-235.55	235.55

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	99157341	09/30/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-148.07	148.07
Bill	99157339	09/30/2026		· Youth Print General	982.760 · Youth Print General	-64.74	64.74
Bill	99157335	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99157336	09/30/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99157338	09/30/2026		· Youth Print General	982.760 · Youth Print General	-13.46	13.46
Bill	99176768	09/30/2026		· Youth Print General	982.760 · Youth Print General	-6.85	6.85
Bill	99225515	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	99225514	09/30/2026		· Adult Print General	982.720 · Adult Print General	-87.38	87.38
Bill	99225519	09/30/2026		· Adult Print General	982.720 · Adult Print General	-644.39	644.39
Bill	99225509	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-24.38	24.38
Bill	99225511	09/30/2026		· Adult Print General	982.720 · Adult Print General	-19.41	19.41
Bill	99225510	09/30/2026		· Adult Print General	982.720 · Adult Print General	-30.63	30.63
Bill	99225517	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.29	17.29
Bill	99225516	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	99225518	09/30/2026		· Youth Print General	982.760 · Youth Print General	-37.12	37.12
Bill	99225508	09/30/2026		· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	99225506	09/30/2026		· Youth Print General	982.760 · Youth Print General	-12.17	12.17
Bill	99225513	09/30/2026		· Youth Print General	982.760 · Youth Print General	-14.43	14.43
Bill	99225507	09/30/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-6.28	6.28
Bill	99225512	09/30/2026		· Youth Print General	982.760 · Youth Print General	-12.45	12.45
Bill	99316392	09/30/2026		· Adult Print General	982.720 · Adult Print General	-35.96	35.96
Bill	99316389	09/30/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99316393	09/30/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	99316394	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99316385	09/30/2026		· Adult Print General	982.720 · Adult Print General	-82.87	82.87
Bill	99316390	09/30/2026		· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	99384394	09/30/2026		· Adult Print General	982.720 · Adult Print General	-37.19	37.19
Bill	99384399	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-64.64	64.64
Bill	99384396	09/30/2026		· Adult Print General	982.720 · Adult Print General	-16.71	16.71
Bill	99384393	09/30/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	99384395	09/30/2026		· Adult Print General	982.720 · Adult Print General	-72.20	72.20
Bill	99384391	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-25.00	25.00
Bill	99384392	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.79	17.79
Bill	99384400	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-17.25	17.25
Bill	99401698	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.24	17.24
Bill	99508349	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-18.33	18.33
Bill	99537745	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99537742	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-58.01	58.01
Bill	99537732	09/30/2026		· Adult Print General	982.720 · Adult Print General	-13.84	13.84
Bill	99537736	09/30/2026		· Adult Print General	982.720 · Adult Print General	-14.46	14.46
Bill	99537737	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99537743	09/30/2026		· Adult Print General	982.720 · Adult Print General	-21.72	21.72
Bill	99537733	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-69.60	69.60
Bill	99537740	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.55	17.55
Bill	99537729	09/30/2026		· Adult Ref.	982.730 · Adult Ref.	-15.08	15.08
Bill	99537735	09/30/2026		· Adult Print General	982.720 · Adult Print General	-35.82	35.82
Bill	99537734	09/30/2026		· Adult Print General	982.720 · Adult Print General	-13.98	13.98
Bill	99572800	09/30/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	99572811	09/30/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-57.16	57.16
Bill	99572803	09/30/2026		· Adult Print General	982.720 · Adult Print General	-54.42	54.42
Bill	99572807	09/30/2026		· Adult Print General	982.720 · Adult Print General	-16.70	16.70
Bill	99572802	09/30/2026		· Adult Print General	982.720 · Adult Print General	-86.23	86.23
Bill	99572804	09/30/2026		· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	99572812	09/30/2026		· Adult Print General	982.720 · Adult Print General	-15.69	15.69
Bill	99572805	09/30/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99572806	09/30/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99572801	09/30/2026		· Adult Print General	982.720 · Adult Print General	-20.84	20.84
Bill	99623113	09/30/2026		· Adult Print General	982.720 · Adult Print General	-13.63	13.63
Bill	99623112	09/30/2026		· Adult Print General	982.720 · Adult Print General	-22.75	22.75
Bill	99623104	09/30/2026		· Adult Print General	982.720 · Adult Print General	-13.22	13.22
Bill	99623105	09/30/2026		· Adult Print General	982.720 · Adult Print General	-11.65	11.65
Bill	99623111	09/30/2026		· Adult Print General	982.720 · Adult Print General	-20.05	20.05
Bill	99623109	09/30/2026		· Adult Print General	982.720 · Adult Print General	-13.19	13.19
TOTAL						-5,861.12	5,861.12

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill P...	**30694**	**09/30/2026**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-265.39**
Bill	509326252	09/30/2026		FALL DVDs	982.480 · Youth Video DVD	-50.97	50.97
Bill	509362254	09/30/2026		FALL DVDs	982.480 · Youth Video DVD	-59.22	59.22
Bill	509362255	09/30/2026		AUG/SEP BOCs	982.120 · Adult Books on Disc	-49.99	49.99
Bill	509393058	09/30/2026		FALL DVDs	982.480 · Youth Video DVD	-11.24	11.24
Bill	509425375	09/30/2026		FALL DVDs	982.480 · Youth Video DVD	-53.98	53.98
Bill	509449056	09/30/2026		AUG/SEP BOCs	982.120 · Adult Books on Disc	-39.99	39.99
TOTAL						-265.39	265.39
Bill P...	**30695**	**09/30/2026**	**ROOSEN, ERIN**	**VOID: TEEN SONG FEST PRESENTER**	**001.001 · CSB/Operations Checking**		**0.00**
TOTAL						0.00	0.00
Bill P...	**30696**	**09/30/2026**	**SANGOMA US INC**	**INV CI223260, ACCT NUM LO-0000247807**	**001.001 · CSB/Operations Checking**		**-493.06**
Bill	CI223260	09/30/2026		INV PERIOD 08/26 - 20/25/26	850.120 · Telephone	-493.06	493.06
TOTAL						-493.06	493.06
Bill P...	**30697**	**09/30/2026**	**Serendipity Books**	**161208**	**001.001 · CSB/Operations Checking**		**-50.00**
Bill	161208 M 00	09/30/2026		GIFT CERTIFICATES, 2 X $25	969.940 · Staff Apprec - Restricted	-50.00	50.00
TOTAL						-50.00	50.00
Bill P...	**30698**	**09/30/2026**	**SMART BUSINESS SOURCE**	**WO-302226-1**	**001.001 · CSB/Operations Checking**		**-200.80**
Bill	WO-302226-1	09/30/2026		GENERAL SUPPLIES	727.100 · Supplies - General Op	-200.80	200.80
TOTAL						-200.80	200.80
Bill P...	**30699**	**09/30/2026**	**T-MOBILE**	**2026 - ACCT 975550022 - STATEMENT DATED 09/21/2026 DU...**	**001.001 · CSB/Operations Checking**		**-376.33**
Bill	975550022-62	09/30/2026		2026 - T-MOBILE WIFI HOTSPOTS - DUE 10/13/2026 FOR 08/2...	850.311 · WiFi Hotspots	-344.48	344.48
				2026 - MOBEE CELL - DUE 10/13/2026 FOR 08/21/26 - 09/20/2...	850.122 · Telecommunications -Mobile CDL	-31.85	31.85
TOTAL						-376.33	376.33
Bill P...	**30700**	**09/30/2026**	**The Library Network**	**78404**	**001.001 · CSB/Operations Checking**		**-1,339.08**
Bill	78404	09/30/2026		WAN INTERNET FIBER 150 M, JULY-SEP 2026	850.310 · Internet	-1,339.08	1,339.08
TOTAL						-1,339.08	1,339.08
Bill P...	**30701**	**09/30/2026**	**Trenton Veterans Memorial Lib...**	**Lost Book - 39082132456172**	**001.001 · CSB/Operations Checking**		**-11.95**
Bill	39082132456172	09/30/2026		Lost Book	982.730 · Adult Ref.	-11.95	11.95
TOTAL						-11.95	11.95
Bill P...	**ACH09042026**	**09/01/2026**	**EMPOWER**	**PAYROLL #18 - 08/16/26 - 08/29/26 PAID 08/21/26 - ACH PAID ...**	**001.001 · CSB/Operations Checking**		**-6,807.39**
Bill	20260816	08/31/2026		08/16/26 - 08/29/26 PAID 08/21/26 - ACH PAID 09/04/26 - PR E...	231.002 · Payroll Lia/401A MtchER	-2,009.20	2,009.20
				08/16/26 - 08/29/26 PAID 08/21/26 - ACH PAID 09/04/26 - PR E...	702.300 · Per Svcs - Retrmnt - EE	-3,029.71	3,029.71
				08/16/26 - 08/29/26 PAID 08/21/26 - ACH PAID 09/04/26 - PR FI...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92

Chelsea District Library
Monthly Check Register
September 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
				08/16/26 - 08/29/26 PAID 08/21/26 - ACH PAID 09/04/26 - PR 45...	702.303 · Per Svcs - EE - Fringe Ben/Roth	-869.56	869.56
TOTAL						-6,807.39	6,807.39
Bill P...	**ACH09142026**	**09/19/2026**	**EMPOWER**	**PAYROLL #19 - 08/30/26 - 09/12/26 PAID 09/18/26 - ACH PAID ...**	**001.001 · CSB/Operations Checking**		**-6,807.39**
Bill	20260830	09/15/2026		PAYROLL #19 - 08/30/26 - 09/12/26 PAID 09/18/26 - ACH PAID ...	231.002 · Payroll Lia/401A MtchER	-2,009.20	2,009.20
				PAYROLL #19 - 08/30/26 - 09/12/26 PAID 09/18/26 - ACH PAID ...	702.300 · Per Svcs - Retrmnt - EE	-3,029.71	3,029.71
				PAYROLL #19 - 08/30/26 - 09/12/26 PAID 09/18/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				PAYROLL #19 - 08/30/26 - 09/12/26 PAID 09/18/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe Ben/Roth	-869.56	869.56
TOTAL						-6,807.39	6,807.39
Bill P...	**ACH09302026**	**09/30/2026**	**EMPOWER**	**PAYROLL #20 - 09/13/26 - 09/26/26 PAID 10/02/26 - ACH PAID ...**	**001.001 · CSB/Operations Checking**		**-6,807.39**
Bill	20260913	09/24/2026		PAYROLL #20 - 09/13/26 - 09/26/26 PAID 10/02/26 - ACH PAID ...	231.002 · Payroll Lia/401A MtchER	-2,009.20	2,009.20
				PAYROLL #20 - 09/13/26 - 09/26/26 PAID 10/02/26 - ACH PAID ...	702.300 · Per Svcs - Retrmnt - EE	-3,029.71	3,029.71
				PAYROLL #20 - 09/13/26 - 09/26/26 PAID 10/02/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				PAYROLL #20 - 09/13/26 - 09/26/26 PAID 10/02/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe Ben/Roth	-869.56	869.56
TOTAL						-6,807.39	6,807.39

Chelsea District Library
Donation and Restricted
January through December 2026

	Jan - Dec 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	930	(230)
674.101 · Designated Youth Collection	250	150	100
674.103 · Restricted Local History/Perser	300	300	0
674.110 · Designated Adult Programming	6,250	6,250	0
674.111 · Designated Youth Programming	5,750	6,000	(250)
674.112 · Designated Music Focus Programs	7,500	5,500	2,000
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	9,886	14,390	(4,504)
674.141 · Designated Technology	5,000	5,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	950	950	0
Total 674.000 · Revenue Contribution & Donation	38,686	41,570	(2,884)
Total Income	40,363	41,570	(1,207)
Gross Profit	40,363	41,570	(1,207)
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	496	750	(254)
Total 884.127 · SRP Supplies	496	750	(254)
Total 884.120 · Adult Supplies	496	750	(254)
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 December 2026

	Jan - Dec 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	1,430	2,000	(570)
884.962 · Music in the Air - Restricted	10,227	10,000	227
Total 884.400 · Music Focus	11,657	12,000	(343)
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	21,335	23,500	(2,165)
969.000 · CE, Staff Development & Travel			
969.600 · Staff Training, In-Service			
969.940 · Staff Apprec - Restricted	556	950	(394)
Total 969.600 · Staff Training, In-Service	556	950	(394)
Total 969.000 · CE, Staff Development & Travel	556	950	(394)
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	142	680	(538)
982.920 · Youth Collection Restricted	0	150	(150)
Total 982.000 · Collection Expense	142	1,130	(988)
Total Expense	21,948	28,580	(6,632)
Net Ordinary Income	18,415	12,990	5,425
Net Income	**18,415**	**12,990**	**5,425**

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	TOTAL 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	(184)	0	0	0	2,508,566	2,516,825	(8,319)	100%
539.000 · State Grants	0	0	0	0	0	1,677	0	0	0	0	0	0	1,677			
540.000 · State Aid	0	0	78,197	0	0	0	0	8,883	0	0	0	0	87,080	67,700	19,380	129%
569.000 · State Grants - Other	0	0	2,260	0	2,871	0	0	0	0	0	0	0	5,131	2,260	2,871	227%
574.100 · Penal Fines	0	0	0	0	0	0	12,401	0	0	0	0	0	12,401	8,000	4,401	155%
588.000 · PRIVATE GRANTS	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000	1,000	0	100%
645.100 · Copiers & Printers	0	494	1,365	433	559	429	422	458	529	228	0	0	4,917	4,000	917	123%
657.100 · Non-Resident Fees	0	125	3,261	0	0	0	156	0	0	0	0	0	3,542	4,000	(458)	89%
657.200 · ILL Fees/Collection Agency Rec	0	0	615	0	15	0	30	45	15	30	0	0	750	1,000	(250)	75%
665.000 · Bank Interest	75	61	77	43	23	35	30	28	17	0	0	0	389			
665.100 · Investment Gains/Losses	4,746	11,656	5,501	11,289	10,624	9,219	8,319	10,464	7,772	0	0	0	79,590	70,000	9,590	114%
669.000 · Investment Value Change	(785)	319	(2,339)	(255)	(540)	(657)	(132)	171	(2,245)	0	0	0	(6,463)			
671.000 · Misc Income & Refunds	0	0	0	751	0	1,274	4,000	0	0	0	0	0	6,025			
674.000 · Revenue Contribution & Donation	1,400	1,050	50	2,110	7,085	2,500	14,870	1,100	200	8,321	0	0	38,686	41,570	(2,884)	93%
Total Income	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	21,149	6,104	8,579	0	0	2,743,231	2,716,355	26,876	101%
Gross Profit	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	21,149	6,104	8,579	0	0	2,743,231	2,716,355	26,876	101%
Expense																
701.000 · Personnel Svcs Control Acct	83,343	113,830	168,012	73,889	170,709	119,459	116,680	123,240	118,098	112,462	0	0	1,199,722	1,530,647	(330,925)	78%
727.000 · Supplies	1,173	281	2,388	1,610	661	1,025	2,460	1,032	1,792	8,123	0	0	20,545	24,450	(3,905)	84%
731.000 · Other Svc - Postage	0	0	643	0	64	0	0	64	10	525	0	0	1,306	900	406	145%
732.000 · Supplies-Maintenance	23	371	16	0	151	50	157	0	46	0	0	0	814	7,550	(6,736)	11%
758.000 · FUEL - DIESEL	33	36	0	0	74	93	0	210	81	0	0	0	527	750	(223)	70%
801.000 · Professional & Contractual Svcs	2,363	2,710	21,886	2,402	6,809	2,676	4,469	3,967	6,867	2,012	0	0	56,161	144,259	(88,098)	39%
802.000 · Admin-Fees & Misc Costs	55	39	578	113	63	40	45	40	72	55	0	0	1,100	1,540	(440)	71%
803.000 · Maintenance Service Contracts	19,057	9,819	17,262	23,134	6,626	15,193	17,506	7,585	11,165	5,962	0	0	133,309	192,889	(59,580)	69%
850.000 · Telecommunications	(3,554)	1,337	2,264	1,893	1,723	942	3,593	1,436	3,812	27	0	0	13,473	44,500	(31,027)	30%
880.000 · Promotional Materials	6,715	12,776	5,262	8,000	8,586	4,237	2,792	13,568	2,385	5,580	0	0	69,901	91,100	(21,199)	77%
884.000 · Programming	28,901	12,032	15,688	25,097	6,444	11,695	12,347	11,881	6,197	2,671	0	0	132,953	163,265	(30,312)	81%
885.000 · Volunteer	29	22	273	62	15	0	38	0	43	0	0	0	482	2,600	(2,118)	19%
920.000 · Utilities	0	6,553	6,655	5,499	6,174	6,339	7,857	10,227	9,920	9,815	0	0	69,039	84,458	(15,419)	82%
960.000 · Board & Director Expense	37	711	77	119	49	471	128	78	985	714	0	0	3,369	3,800	(431)	89%
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	2,117	1,393	3,103	0	0	28,416	58,515	(30,099)	49%
969.000 · CE, Staff Development & Travel	1,616	4,732	351	3,697	2,420	1,201	1,205	897	427	456	0	0	17,002	28,635	(11,633)	59%
970.000 · Capital Expense 980.00	0	0	0	0	0	0	20,289	18,495	0	1,400	0	0	40,184	112,210	(72,026)	36%
982.000 · Collection Expense	8,851	11,757	54,942	20,505	18,108	26,025	37,536	13,798	13,668	10,942	0	0	216,132	286,574	(70,442)	75%
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	208,635	176,961	163,847	0	0	2,048,403	2,868,625	(820,222)	71%
Net Ordinary Income	1,095,230	427,513	284,673	(100,096)	(212,605)	(86,881)	(199,395)	(187,486)	(170,857)	(155,268)	0	0	694,828	(152,270)	847,098	(456%)
Other Income/Expense																
Other Income																
691.450 · OTHER FIN SOURCE - GASB96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other Expense																

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

	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	TOTAL Jan - Dec 26	Budget	$ Over Budget	% of Budget
995.001 · Trans to Capital Imprv 999.001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
995.002 · Trans to Cap Resv Fund 999.002	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
999.015 · Annual Giving Offset	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
999.025 · Carry from General Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Other Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Net Income	1,095,230	427,513	284,673	(100,096)	(212,605)	(86,881)	(199,395)	(187,486)	(170,857)	(155,268)	0	0	694,828	(152,270)	847,098	(456%)

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	2,508,504.44	2,383,692.14	124,812.30	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	4,917.39	4,873.97	43.42	0.89%
657.100 · Non-Resident Fees	3,542.42	2,145.00	1,397.42	65.15%
657.200 · ILL Fees/Collection Agency Rec	750.00	540.00	210.00	38.89%
665.000 · Bank Interest	390.36	539.99	-149.63	-27.71%
665.100 · Investment Gains/Losses	79,589.80	104,268.40	-24,678.60	-23.67%
669.000 · Investment Value Change	-6,463.46	6,047.40	-12,510.86	-206.88%
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	38,686.00	69,534.68	-30,848.68	-44.36%
Total Income	2,743,231.41	2,694,158.03	49,073.38	1.82%
Gross Profit	2,743,231.41	2,694,158.03	49,073.38	1.82%
Expense				
701.000 · Personnel Svcs Control Acct	1,199,721.66	1,369,314.82	-169,593.16	-12.39%
727.000 · Supplies	20,546.10	14,089.17	6,456.93	45.83%
731.000 · Other Svc - Postage	1,305.96	923.08	382.88	41.48%
732.000 · Supplies-Maintenance	814.82	2,328.94	-1,514.12	-65.01%
758.000 · FUEL - DIESEL	528.07	327.12	200.95	61.43%
801.000 · Professional & Contractual Svcs	56,162.15	60,721.55	-4,559.40	-7.51%
802.000 · Admin-Fees & Misc Costs	1,099.58	940.11	159.47	16.96%
803.000 · Maintenance Service Contracts	133,309.46	155,682.69	-22,373.23	-14.37%
850.000 · Telecommunications	13,472.29	31,946.59	-18,474.30	-57.83%
880.000 · Promotional Materials	69,900.95	78,922.55	-9,021.60	-11.43%
884.000 · Programming	132,954.65	151,994.56	-19,039.91	-12.53%
885.000 · Volunteer	482.18	2,999.26	-2,517.08	-83.92%
920.000 · Utilities	69,040.85	75,947.75	-6,906.90	-9.09%
960.000 · Board & Director Expense	3,369.66	4,054.88	-685.22	-16.9%
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	28,414.90	45,149.48	-16,734.58	-37.07%
969.000 · CE, Staff Development & Travel	17,001.37	24,399.52	-7,398.15	-30.32%
970.000 · Capital Expense 980.00	40,183.80	200,184.66	-160,000.86	-79.93%
982.000 · Collection Expense	216,131.82	248,776.18	-32,644.36	-13.12%
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	2,048,408.66	2,552,510.17	-504,101.51	-19.75%
Net Ordinary Income	694,822.75	141,647.86	553,174.89	
Net Income	**694,822.75**	**141,647.86**	**553,174.89**	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

September 30, 2026

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$200,785.00	$552.99	$201,337.99
Paypal Account	003.002	$995.00	-$895.00	$100.00
Cash on Hand		$201,780.00	**-$342.01**	**$201,437.99**
Ameriprise Account				
MMF - Interest and earnings	017.003	$1,301,223.40	7,772.49	$1,308,995.89
MMF - Deposits and withdrawls	017.003	-$200,000.00	-$200,000.00	-$200,000.00
Fixed Income Fund	017.004	$1,535,428.55	-$2,245.17	$1,533,183.38
Investment Partners Total		**$2,636,651.95**	**-$194,472.68**	**$2,642,179.27**
Total General Fund		**$2,838,431.95**	**-$194,814.69**	**$2,843,617.26**

8.1

Ameriprise September 30, 2026

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/25						**$2,069,052.93**
01/31/26	**$2,069,052.93**	**$600,000.00**	**$4,746.10**	**-$785.19**	**$0.00**	**$2,673,013.84**
02/29/26	**$2,673,013.84**	**$500,000.00**	**$11,656.04**	**$318.60**	**$0.00**	**$3,184,988.48**
03/31/26	**$3,184,988.48**	**$400,000.00**	**$5,501.38**	**-$2,339.47**	**$0.00**	**$3,588,150.39**
04/30/26	**$3,588,150.39**	**$0.00**	**$11,288.73**	**-$254.69**	**$0.00**	**$3,599,184.43**
05/31/26	**$3,599,184.43**	**$0.00**	**$10,623.84**	**-$539.81**	**-$200,000.00**	**$3,409,268.46**
06/30/26	**$3,409,268.46**	**$0.00**	**$9,218.74**	**-$657.13**	**-$200,000.00**	**$3,217,830.07**
07/31/26	**$3,217,830.07**	**$0.00**	**$8,318.93**	**-$132.00**	**-$200,000.00**	**$3,026,017.00**
08/31/26	**$3,026,017.00**	**$0.00**	**$10,463.55**	**$171.40**	**-$200,000.00**	**$2,836,651.95**
09/30/26	**$2,836,651.95**	**$0.00**	**$7,772.49**	**-$2,245.17**	**-$200,000.00**	**$2,642,179.27**
10/31/26	**$2,642,179.27**	**$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**	**$79,589.80**	**-$6,463.46**	**-$1,000,000.00**	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

Chelsea District Library Cash Flow 2026 - REV 2.0 at 09/30/202

Cash Flow Projections	Jan	Feb	Mar	Apr	May	June	Ju
Beginning Balance	$171,209	$855,023	$1,457,789	$1,456,946	$1,304,368	$1,084,279	$
Projected Total CDL Income	$926,425	$803,423	$261,640	$73,749	$11,206	$110,754	
Income, % by month	35.6%	30.8%	10.0%	2.8%	0.4%	4.3%	
Projected Total CDL expenditures	$242,611	$200,658	$262,483	$226,326	$231,295	$212,250	$
Expense, % by month	8.8%	7.3%	9.5%	8.2%	8.4%	7.7%	
Net Projected Cash Flow	$683,814	$602,765	($843)	($152,577)	($220,089)	($101,496)	($
Ending balance	$855,023	$1,457,789	$1,456,946	$1,304,368	$1,084,279	$982,783	$

Actual Income & Expenses	Jan	Feb	Mar	Apr	May (3 pays)	June	Ju
Projected income	$926,425	$803,423	$261,640	$73,749	$11,206	$110,754	
Actual income (inflow)	$1,087,978	$611,440	$589,300	$74,200	10,685	94,963	3
Increase/decrease - MMF/OA transfers							
Difference	$161,553	-$191,983	$327,659	$451	-$520	-$15,791	
Projected expenses	$242,611	$200,658	$262,483	$226,326	$231,295	$212,250	$
Actual expenses	$213,816	$202,665	$250,254	$245,404	243,543.66	$192,325	$
Difference	-$28,795	$2,007	-$12,230	$19,077	$12,249	-$19,925	
MONTHLY OPERATING CASH FLOW	$874,162	$408,776	$339,046	-$171,203	($232,858)	($97,362)	($
CASH POSITION	$1,045,371	$1,454,147	$1,793,193	$1,621,989	$1,389,131	$1,291,768	$1
Exceptional Events	$200k 1/20 MMF $400k 1/29 MMF	$200k 2/03 MMF $300k 2/24 MMF	$400k 03/04 MMF	$0	$200k 05/06 MMF	$200k 06/05 MMF	$200k 07
MMF Monthly Total (IN & OUT)	$600k	$500k	$400k	0	$200k	$200k	$200k
Balance Transfers	$600,000	$1,100,000	$1,500,000	$1,500,000	$1,300,000	$1,100,000	

DIRECTOR'S REPORT

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

Staff Announcements

Staff Work Anniversaries in October

- Youth Librarian Amelia Herron celebrated their three-year anniversary on October 9
- Library Aide Maya Reames celebrated her five-year anniversary on October 4
- Librarian Archivist Marissa Salvia celebrated her four-year anniversary on October 3
- Adult Librarian Catherine Sossi celebrated her seven-year anniversary on October 21

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

Personnel Changes Effective January 2027 (Who's on First?)

2027 promises to be filled with excitement as we continue to fulfill the vision set forth in our mission statement and strategic plan. To that end, the following changes in staffing will occur in 2027:

- Adult Services Librarian Laura Brown will move to the marketing & outreach department, becoming the outreach librarian
- Archival Librarian Marissa Salvia's role will become a full-time position
- Current Assistant Director Linda Ballard's role will "downsize" to part-time facilities manager
- Current Head of Marketing & Outreach Virginia Krueger will become the assistant director. This role will provide oversight to marketing & outreach and add human resources, budgeting, and other management leadership responsibilities to that position.

Halloween at CDL

CDL celebrates fall with Halloween-themed activities including

Costume Exchange

Starting October 1, gently-used costumes are dropped at the 1st floor Information desk for another family to discover and take a "new" one home!

Mobee

Mobee is hitting the road again and visiting trunk-or-treat events throughout the community with her distinctive Peanuts gang theme. Visits to the St. Louis Center (10/21), ATA Martial Arts (10/29), and St. Mary's Church (10/20) to distribute treats and good cheer are on the docket.

Not-Too-Scary Storybook Trail

Folks are invited to come in costume to trick-or-treat on the storybook trail at Baker Woods Preserve on 10/19.

Upcoming Events

- *Backstage Hollywood: The Photographs of Bob Willoughby* exhibit– begins September 9 through October 20

Strategic Plan 2024-28 Progress in September 2026

1.2 Elevate the library as a location for community building

- Opened *Backstage Hollywood* exhibit to provide access to the visual and performing arts to our community

1.3 Be the go-to resource in the district for information access and validity

- Connected a patron needing ESL help and citizenship test prep with librarian staff via Mobee stop

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

- Library Card Sign-up Month, *Backstage Hollywood,* and CDL Song Fest press releases included on *Chelsea Post* and *The Sun Times News.*

2.1Plan for staff succession & cultivate future library leaders

- Krueger completed edX Personnel Management for Public Libraries course presented by the University of Michigan

Out and About: Meetings/Activities Attended September 2026

- Meet with Faith in Action to discuss plan for Conversation on Housing Insecurity – September 10
- Library of Michigan Directors Meeting via Zoom – September 11
- Pre-Chamber meeting discussion – September 16
- Chelsea Area Chamber board meeting – September 17

Chelsea District Library
Assistant Director's Report
September 2026

Facility

HVAC- mini-split unit in the server room developed pump issues, causing it to run intermittently, then not at all. Johnson Controls determined it was a connection (plug) issue so most likely not tied to the power issues the previous months. A new pump will be installed by the time you read this.

Yard/landscaping- *update*- we are nearing the end of the watering season so will move the repair of the sprinkler near the front stairs to next spring. The last mowing and our fall clean-up will happen the last week of October. We have one last lawn fertilization

Roofing- we have developed a leak in the teenspot ceiling, so had Kleinschmidt out to take a look. They determined that the chimney cap was badly rusted and leaking. They do not do this kind of sheet metal work, so they referred me to Chelsea Fireplace and Hearth and I am waiting for their proposal.

Fall projects- *update*- found cracks in three (not one) of the stone columns along the front window well involving mortar joints. Three masonry contractors provided quotes for tuckpointing. I chose Construction Design Services (who did our garage) and they did a great job on the project. Fred did a thorough inspection of the columns to make sure he addressed all of the cracks. We should receive our health insurance renewal soon and our facility/liability insurances soon after. Our annual fire alarm/sprinkler inspections are scheduled; gutter and plumbing inspections take place in Nov/Dec.

Volunteers

This month we had 273.50 book sale hours and 102.25 non-book sale hours, not including TSG (Teen Service Group), which were not available as I write this. That brings our total to 375.75 hours of volunteer service in August.

Budget

In September I start prepping the 2026 budget document for year-end projections. Direct reports look at the current spent in their lines, estimate what they will spend Oct-Dec, and enter their projected final numbers. As a group we discuss any overages and how we will adjust those lines, and where we want to carry funds over into the next year. Then I prepare those numbers for Chris to include in the November board packet, with final board approval expected in December.

I will start training Virginia in October on HR and budgeting duties.

Respectfully submitted,
Linda Ballard, Assistant Director

September Highlights

- In September we launched this year's annual exhibition, Backstage Hollywood. We've received many positive comments, including patrons who've thought this was the best exhibition we've hosted yet. To complement the exhibition, we hosted a Hollywood and Broadway themed musical concert and two Movie Murder Mystery events. It was wonderful to see adults of varying ages laughing and connecting in the McKune Room surrounded by beautiful photography.
- In September we hosted a voting education program and welcomed the township clerks from Lima, Sylvan, and Lyndon as well as the city clerk. Doug Jackson presented on early voting and general voting while Ann Kwaske presented on Absentee voting. All clerks participated in a Q&A panel and took questions from the audience.
- We hosted a memoir writing workshop with former Midwest Literary Walk author Carmen Bugan. There was so much interest we had to move the event to the Chelsea State Bank's meeting room.
- In late September we hosted a presentation on researching house histories at the request of the Chelsea Area Historical Society. It was well attended and the resulting presentation is now hosted on the CAHS website for future home history enthusiasts.

Program Attendance

Intended Ages	# of Programs Offered (In-Person)	Attendees (In-Person)	Attendees (Virtual)
Early Literacy (approx. 0-5)	14	335	
Youth (approx. 6-12)	10	100	
Teen (approx. 12-18)	3	7	
Adult	10	133	77
General	1	5	
Outreach & Awareness (non-Mobee)	11	317	
Mobee Visits	19	203	
Ingenuity Engine (All Ages)	2	6	
Total	**70**	**1106**	**77**

Ingenuity Engine One-One Appointment Stats

Number of Visits	21
Number of Unique Users	18

Reference, Collections, Deliveries, and Other

Services	Sep 26
Reference Questions	1,149*
CDL Delivers & Deposit Book Deliveries	17

- ***CDL was closed Sunday 9/6 and Monday 9/7 for Shared System Maintenance and Labor Day.***

Collections:

Both print and digital circulation is up compared to 2025. You'll see a 2% increase in circulation for physical materials from Jan. 2026 through Aug. 2026 as compared to Jan. 2025 through Aug. 2025. For the same time periods, there is a 5% increase in digital circulation.

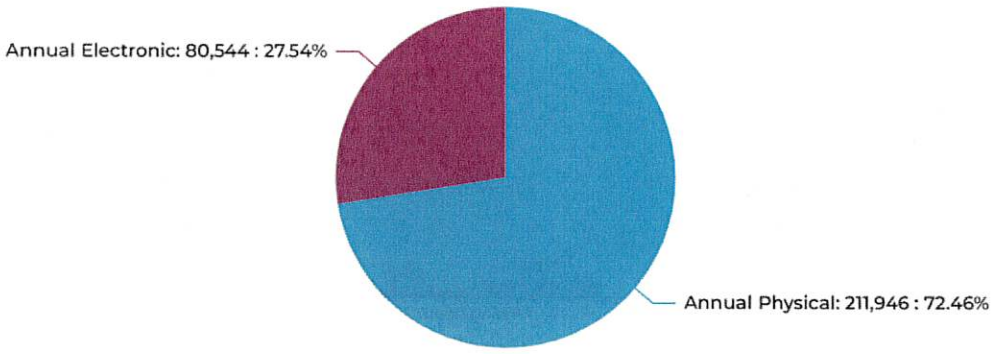
Physical Circulation Year Over Year

Metric	Jan 2026 - Aug 2026	Jan 2025 - Aug 2025	Difference
Total Physical Circulat...	144,238	141,248	2%

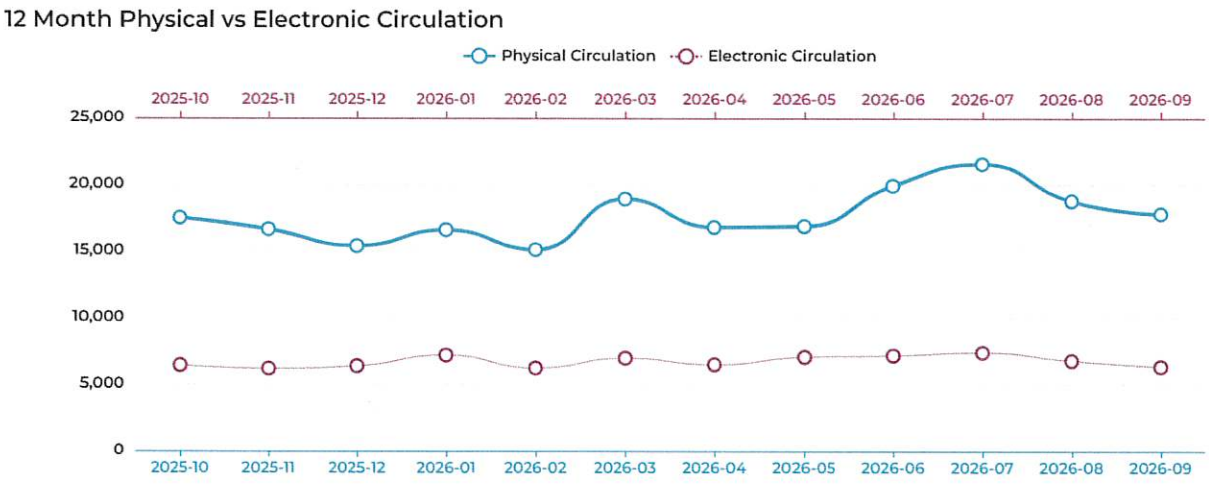
Digital Circulation Year Over Year

Metric	Jan 2026 - Aug 2026	Jan 2025 - Aug 2025	Difference
Total eMaterial Circula...	55,225	52,622	5%

Over 27% of our total circulation is digital (this includes ebooks, audiobooks, music, films, tv series and magazines borrowed from Libby (Overdrive), Hoopla, and Kanopy).

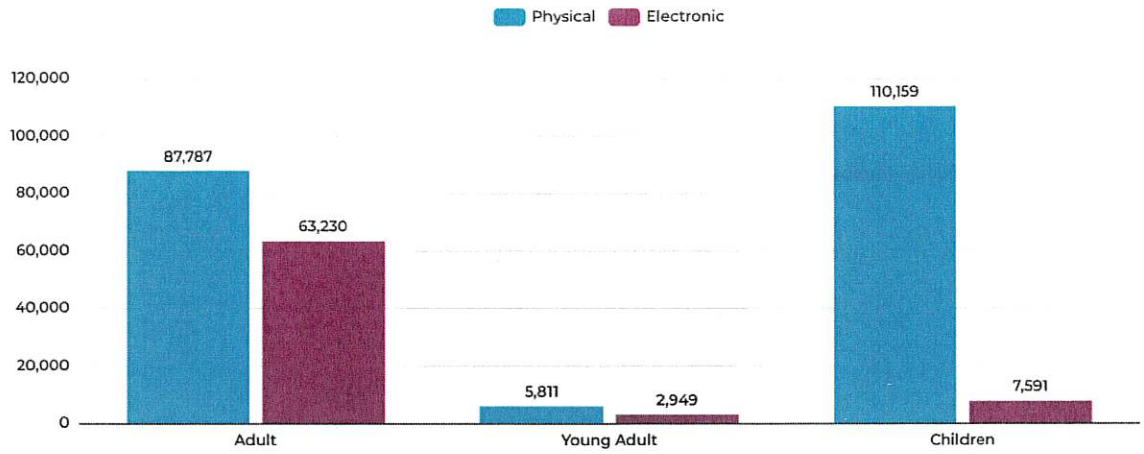


Physical circulation oscillates between 15,000 and 20,000 CDL owned items each month, while digital circulation hovers between 6,000 and 7,500 items per month. You'll notice steeper peaks and valleys with our physical circulation line chart. Physical circulation goes up in the summer, while digital remains relatively steady across the year.



Physical circulation is higher across all ages, but the difference between physical and digital remains starkest for children's items, which skew heavily toward physical.

12 Month Physical vs Electronic Circulation by Age



October Budget Report

CIRCULATION TRANSACTIONS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
94065	Circulation of Children's Materials	9003	8356	10982	9332	9331	12669	13007	10836	10549
77013	Circulation of NON-Children's Materials	8771	7974	9542	8362	7986	8448	9015	8764	8151
9600	Website Sessions									9,600
0	Website Users									
54204	Circulation of Electronic Materials (Total Downloads)	6875	6035	6586	6518	6672	6202	5404	4480	5432
30063	AUDIO Downloads Total	3495	3188	3479	3584	4216	3627	2943	2346	3185
18654	-- Audio: Overdrive	2304	2040	2296	2229	2482	2425	1726	1150	2002
11409	-- Audio: Hoopla	1191	1148	1183	1355	1734	1202	1217	1196	1183
6254	VIDEO Downloads Total	1035	942	1015	1042	452	452	529	425	362
4891	-- Video: Kanopy	860	832	900	912	312	271	342	262	200
1363	-- Video: Hoopla	175	110	115	130	140	181	187	163	162
17887	EBook Downloads Total	2345	1905	2092	1892	2004	2123	1932	1709	1885
15300	-- Ebook: Overdrive	1960	1608	1770	1595	1731	1860	1662	1484	1630
2587	-- Ebook: Hoopla	385	297	322	297	273	263	270	225	255

Task:

Cleaning, organizing & revamping the Ingenuity Engine.

Taking a two-day class on running a Makerspace from MakersWorks in A2

Budget projections finished for the rest of 2026.

Reorganizing the server closet upstairs.

Condensing our switches, to fill all available ports.

In the process of replacing a outdated Layer 3 POE switch.

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

Marketing & Outreach Overview:

September is a busy month at the library. It is Library Card Sign-up Month, the opening of our art exhibition, and the kickoff of the fall youth sports season for Mobee. In addition to these activities, I completed an in-depth online training course from University of Michigan on Library Personnel Management to help prepare for my new assistant director role in January. This class reviewed organizational charts and budgeting, hiring, and performance evaluations. There were applicable tips on how to craft job descriptions to better your chances of making hiring decisions that not only fit the role but also the culture of an organization. It reinforced my belief in the importance of sharing the big picture goals of an organziation and connecting different job responsibilities to those goals as a mechanism to build teamwork and communicate the value of each staff member's role. It was training time well spent.

Congratulations to Katie who celebrated her 2-year work anniversary. Katie manages oru lobby displays, the weekly eNews and contribtues to the library's press releases and social media. She never shies away from a challenging project and is an incredibly valuable member of teh marketing and outreach team.

Outreach Overview:

The additional Mobee stops and outreach events in September were popular. Chelsea Senior Center members and Dancey House residents are increasingly familiar with the online services that are available to help as they experience vision and cognitive changes. Each time I visit, I receive more questions and feedback about their experiences using Libby, Kanopy, and Hoopla. Additionally, Librarian Laura Brown completed the Reading2Connect training and we received materials to begin outreach to individuals with dementia in early 2027.

Two Great Outreach Stories:

At the Agricole Neighborhood Book Swap, we engaged with a patron looking to improve her English as a second language skills in preparation for her citizenship test. We were able to sign her up for a library card and connect her with a librarian to help her use library resources in these important goals.

At Dancey House's Resource Fair, we were able to connect a blind resident and his daughter in law with our CDL Delivers service to facilitate delivery of books on CD, as that was the format he was comfortable using on his familiar player.

Meeting these residents where they live, work, and recreate has elevated the visibility of the library's services and resources in meaningful ways. In October we will participate in the following places (in addition to our regular weekly retirement community stops and monthly after care stops).

- October 1 - Mobee at Flag Football
- October 3 - Mobee at Saturday Soccer
- October 8 - Mobee at Flag Football
- October 9 - Chelsea Senior Center Wellness Fair
- October 10 - Mobee at Saturday Soccer
- October 15 - Mobee at Flag Football
- October 18 - Mobee at Girl Scouts Trunk or Treat
- October 21 - Mobee at St. Louis Center Trunk or Treat
- October 22 - Mobee at Flag Football
- October 24 - Mobee and Outreach at CERC TimberTown Trail Fest
- October 28 - Library Connections at Chelsea Senior Center

Technology Outreach:

Everett helped eleven patrons with technology needs in September. Help requests included help with Hoopla, Windows, Libby, and more on both Android and iOS devices. Internally, Everett worked with Brandon on a technology inventory of staff devices.

eNews Metrics:

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
September	4	4,687	56%	16,811	15,798
Totals	31	4,687	Avg. 56.5%	161,633	93,542

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
September	4,231	636	32,200	1,297	51	12,200

Google Advertising:

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

Month	Ad Grant Spent	Website Impressions	Website Clicks	Percent of Web Traffic	Top Five Campaigns
January	$9,465.78	14,279	1,491	16.2%	Digital Media, Cross Network Ads, Kanopy, Overdrive, Website discovery
February	$10,153.59	11,552	1,387	17.7%	Cross Network Ads, Digital Media, Kanopy, Overdrive, Website Discovery
March	$10,053.49	11,018	1,228	17.5%	Cross Network Ads, Digital Media, Kanopy, Website Discovery, Overdrive
April	$10,167.91	12,570	1,213	16.7%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Catalog
May	$10,094.56	12,681	1,274	21.3%	Cross Network Ads, Kanopy, Digital Media, Catalog, Website Discovery
June	$9,309	12,949	1,021	19%	Cross Network Ads, Kanopy, Digital Media, Website Discovery, Local History and Geneaology
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
September	$9,988.97	13,205	1,169	22.8%	Cross Network Ads, Digital Media,

					Website Discovery, Kanopy, Catalog

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
September	63	30	18	23	7	54	137	332
2026 Totals	518	409	279	101	82	359	935	2,163

Other miscellaneous duties:

- Installed lobby decorative elements and poster display to complement *Backstage Hollywood*
- Met with patrons to schedule lobby displays of crochet items in October/November and Native American pottery in February of 2027.
- Staffed Mobee stops at flag football, Farmers Market, soccer, and Chelsea Senior Center
- Staffed Brio Wellness Fair
- Attended webinar on changes to youth work permit process
- Completed Katie's 2-year review.
- Participated in training on Earned Sick Time Act and employment law applying to chronic conditions and employee disclosure and accommodations.

Circulation Supervisor's Report
September 2026

- Circulation 21621 in September

- Patron Count- 10490 for September

- Circulation by township- for September:
  - Dexter = 10% of total transactions
  - Lima = 9% of transactions
  - Lyndon =10% of transactions
  - Sylvan = 17% of transactions
  - Chelsea = 37% of transactions

- September Circulation: 85% were from Chelsea and 15% were inter-loaned items.

  Libby = 4435 Hoopla = 1906 Kanopy =216

- Registrations for September – 102 new cards; 7396 total card holders
  *Dexter = 934 cards; Lima = 749 cards; Lyndon = 988 cards
  *Sylvan = 1383 cards; Chelsea = 2725 cards; Nonresident = 617 cards

- Self-Check Machine for September 1623 - or 7.5% of total checkouts

September Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- I attended the monthly Board meeting.
- I attended the monthly SASUG & Circulation Committee meetings.
- I volunteered to be the Secretary for the TLN Circulation Committee meetings beginning in Nov.
- I helped staff Mobee at the Wednesday Farmer's Market.
- I helped staff Mobee at Agricole's first Sip & Swap.
- I came in on 9/6 & 7 to empty the drop.
- We received 200.5 tubs from TLN in September, with 8.7 being the daily average.
- We processed 46 MeLCat items for other libraries, and received 102 items for our patrons.
- We had 1457 unique patrons use the library.
- We are still adjusting to different processes due to TLN using an AMH(automated materials handler).
- Samantha celebrated three years, Julie celebrated 11 years, and I celebrated my 14th anniversary at CDL.

Respectfully submitted,

Amy Zoran

Chelsea District Library
2026

Average Daily Circulation

	MON	TUES	WED	THUR	FRI	SAT	SUN
JAN	719.25	606.5	558	651.6	598.6	380.75	476.75
FEB	687.25	695.5	591.5	393.75	674	384.6	559.75
MAR	706.8	709.25	637.75	657.5	671.75	561.6	695.4
APR	634.75	528	551.8	662.5	488.25	591.5	619
MAY	674.25	666.25	609.75	582.6	577.6	373.4	525
JUN	769.2	800.75	674.75	675.25	588.75	482	877
JUL	780.5	543.6	684.2	736.6	552.75	604.75	916.75
AUG	683	593.75	578.25	688	579	510.6	796
SEP	763	716	540.25	528	758.5	408	591.5
OCT	0	0	115.8	142.2	105.6	117.25	0
NOV	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0
Total							
Month Avg							

Total Charges

	2026	2025	%Diff.
JAN	25038	24363	3%
FEB	22739	22639	0%
MAR	28001	22769	23%
APR	24581	23515	5%
MAY	24570	22736	8%
JUN	28616	25543	12%
JUL	29664	26349	13%
AUG	26652	24600	8%
SEP	25311	23450	8%
OCT	0	23373	
NOV	0	22717	
DEC	0	23130	
Total	235172	285185	
Month Avg		23765	9%

Self-service check outs

	2025 Totals	2026 Totals	Days	per Day	% of Charges	Items Added	Total Items
JAN	1289	1216	29	42	5%	846	72,273
FEB	1187	1154	26	44	5%	711	72,028
MAR	1090	1874	31	60	7%	794	72,205
APR	1313	1231	30	41	5%	744	71,281
MAY	1285	1613	29	56	7%	534	71,405
JUN	1665	2344	29	81	8%	676	71,197
JUL	1560	2275	29	78	8%	668	70,619
AUG	1289	2008	31	65	8%	580	70,531
SEP	1087	1623	30	54	6%	675	69,897
OCT	817	0		0	0%	0	0
NOV	874	0		0	0%	0	0
DEC	871	0		0	0%	0	0
Total	14327	15338				6,228	641,436
Month Avg					6%		

	Libby		hoopla		Kanopy	
	2026	2025	2026	2025	2026	2025
JAN	5124	4851	1772	1470	325	292
FEB	4480	4296	1685	1369	197	293
MAR	5046	4926	2074	1569	309	311
APR	4706	4701	1932	1425	198	259
MAY	5082	4878	1814	1457	312	284
JUN	5177	4881	1966	1427	290	324
JUL	5298	4904	1953	1518	325	541
AUG	4829	4801	1808	1574	351	450
SEP	4435	4535	1906	1561	216	283
OCT	0	4555	0	1657	0	395
NOV	0	4318	0	2026	0	340
DEC	0	4504	0	1720	0	359
Total	44177	56150	16910	18773	2523	4131

Chelsea District Library

Monthly New Registration 2026

	District	NonRes	Other	Total Month	Grand Total
JAN	72	16	1	89	7298
FEB	73	7	1	81	7316
MAR	89	5	5	99	7215
APR	58	4	3	65	7225
MAY	60	5	7	72	7247
JUN	96	5	3	104	7308
JUL	106	5	6	117	7339
AUG	75	8	6	89	7358
SEP	92	6	4	102	7396
OCT	0	0	0	0	0
NOV	0	0	0	0	0
DEC	0	0	0	0	0
Totals	721	61	36	818	65762

New Registrations by Municipality

	Chelsea	Dexter	Lima	Lyndon	Sylvan
JAN	31	7	10	20	4
FEB	26	7	7	12	21
MAR	39	7	9	14	20
APR	28	7	4	5	14
MAY	23	9	8	9	11
JUN	38	13	9	10	26
JUL	47	12	16	8	23
AUG	37	7	8	11	12
SEP	36	18	14	12	12
OCT	0	0	0	0	0
NOV	0	0	0	0	0
DEC	0	0	0	0	0
Totals	305	87	85	101	143

Average Daily Door Count 2026

	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
JAN	406	358.25	381	349.8	251.2	204	317.5	9803
FEB	448.5	385.5	406.75	279.25	336	218.25	306.25	9522
MAR	422.2	415.5	389.25	391.5	379.25	223.2	403.8	11548
APR	428.25	431.8	409	359.75	370.75	179	433.5	11269
MAY	458.75	464.75	405.75	377.4	379.4	99.4	323.5	10892
JUN	535	503.5	677.5	448	399.25	195.5	513	14135
JUL	572.5	552.2	575	376.2	352.75	217	522	14174
AUG	417.25	444.5	410.25	331.5	334	223.8	460	11503
SEP	401.2	419.2	409.5	361.25	371.25	157.5	297.5	10490
OCT	0	0	82.2	74.8	59.2	43.75	0	1256
NOV	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0
						Monthly average		10459.2

Registered Card Holders

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
District	7837	7753	6361	6295	5135	5228	5931	6234	6746	6779
Chelsea	3040	3006	2478	2490	2070	2105	2355	2475	2666	2725
Dexter	1087	1101	884	874	697	710	820	862	928	934
Lima	996	965	802	794	634	634	694	722	785	749
Lyndon	1302	1255	1005	970	778	770	875	909	998	988
Sylvan	1412	1426	1192	1167	956	1009	1187	1266	1369	1383
NonRes	575	625	562	582	414	407	477	490	577	617
Freedom	0	1	0	0	0	3	2	3	2	2
Sharon	107	112	104	105	88	89	94	92	100	94
Waterloo	249	268	252	245	195	186	211	215	240	226
Grass Lake	37	36	22	21	4	7	21	21	32	47
Other	182	192	184	211	127	122	149	159	203	248
Totals	8412	9689	6923	6877	5549	5635	6468	6724	7323	7396

Transactions

	Sep-26	% Tot
	18,682	
	6955	37%
	1883	10%
	1771	9%
	1959	10%
	3233	17%
	281	2%
	606	3%
	675	4%
	469	3%
	850	5%

				2026				
	All items circed at Chel, E-items, other TLN	Chel items circed at Chel, E-items	% Chel items circed at Chel	Other items circed at Chel	% other items circed at Chel	Chel items charged/renewed in TLN	Chel items circed other libaries	Chel items circed + 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	25311	21621	85%	3690	15%	24176	2555	27866
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	235172	201301		33871		225411	24110	259282
Month Avg	26130	22367	86%	3763	14%	25046	2679	28809

	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	8151	10002	547
OCT	0	0	0
NOV	0	0	0
DEC	0	0	0
Totals	77013	88700	5365
Month Avg	8557	9856	596

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026, Board Packet

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

Accept September donations and changes to the 2026 FY Budget.

		Income Line -	Expense Line	
Gaelene & Dale Horning	Non-Designated (Memory of Bella & Nugget)	674.120	884.602	$50.00
Marilyn Wurster	Non-Designated (Memory of Bella & Nugget)	674.120	884.602	$50.00
Tim Sweeny	Youth Collection (Honor of Patti Sweeny)	674.101	982.920	$100.00

Sub Total: $200.00

Acknowledge the donations below that are already in the budget.

Sub Total: $00.00

Total General Donations: $200.00

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

October 20, 2026 Board Meeting

Policy 422 Displays, Banners, and Signage

Background:
The Policy Committee reviewed and revised policy 422 Displays, Banners, and Signage, merging 420 Signs into this expanded policy and adding banners.

Action:
The Chelsea District Library Board of Trustees approves the revisions to Policy 442 Displays, Banners, and Signage.

_____ _____

Janice L. Carr, Board Secretary Date

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, 10/20/2026

Subject: 422 Displays and Signage Policy:

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 third-party 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.

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 placement 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.

_____ _____

Janice L. Carr Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Board Meeting

Retiring Policy 420 Signs

Discussion:
It is the Policy Committee's recommendation to retire Policy 420 Signs, as it has been 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

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Board 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 were discussed by the full Board in September.

Action:
The Chelsea District Library Board of Trustees approves policies 150 Open Board Meetings and 151 Public Comment Guidelines.

_____ _____

Janice L. Carr, Board Secretary Date

Chelsea District Library
Policy & Procedure

Policy Section: 1. Governance
Board Approval Date: February 20, 2001
Revised: 10/20/2015, 10/20/26

Subject: 150 Open Board Meetings

Background:
In compliance with the Michigan Open Meetings Act, 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 (Michigan Public Act 267 of 1976) 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 is subject to the Michigan Open Meetings Act. Committee meetings are also governed by the Michigan Open Meetings Act when a quorum of the board is present.

Procedure:
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.

Chelsea District Library 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.

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

It is the policy of this board to not 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, 10/20/2026

Subject: 151 Public Comment Guidelines

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

Policy:
Pursuant to the Michigan 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.

B. Members of the public may only address the CDL board or make comments during public comment.

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 following 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:

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. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid repetitive comments.
D. 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.
E. Public comments must be addressed to the CDL board, not to other members of the audience.
F. Each speaker is entitled to one (1) three-minute speaking time, and may not split the time or "give" the time to another speaker. At the discretion of the board president or their designee, a longer or shorter time limit may be imposed in order to facilitate the participation of all those who wish to speak.
G. No member of the public may comment a second time unless approved by the board president or their designee.
H. If a speaker includes specific questions to the CDL board in their public comments, the board has no obligation to respond.
I. 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.
J. In lieu of speaking, a person may submit written comments to the CDL board secretary. Written materials submitted are considered public documents.
K. Members of the public are also encouraged to contact the library during regular business hours to ask questions or raise concerns.
L. Public dialogue on CDL issues must remain within the bounds of civil discourse.
M. All signs are prohibited at CDL board meetings.

_____ _____

Janice L. Carr, Board Secretary Date

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Meeting

Budget Adjustments

Background:

The Chelsea District Library management team requests several adjustments to the 2026 Budget to cover lines that ended up needing more funding. The following adjustments are sought for board approval:

$4,000 from 803.310 Envisionware Self-Check to 884.411 Song Fest

$1,000 from 850.900 Hot Spots to 884.411 Song Fest

$580 from 880.311 Exhibits to 960.200 Director Expense

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Meeting

Public Participation Procedures

Background:

The Board has revised policy 151 Public Comment Guidelines, which dictates how public participation is conducted during board meetings. The guidelines for public participation are stated on the backside of the agenda in each month's packet and these guidelines now need attention, so that they comply with the policy.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library (CDL) board are for the purpose of conducting library business. A CDL board 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 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. **See also CDL Policy #151 Public Comment.**

How to participate in a Board meeting:

- Public comments must be addressed to the CDL board, not to other members of the audience.
- 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.
- Individuals who are addressing the Board must state their name, address, and the name of the organization or group they are representing, if applicable. Multiple speakers on the same topic are encouraged to designate a single spokesperson to represent their group.
- Each speaker is entitled to one (1) three-minute speaking time, and may not split the time or "give" the time to another speaker. At the discretion of the board president or their designee, a longer or 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 unless approved by the board president or their designee.
- If a speaker includes specific questions to the CDL board in their public comments, the board has no obligation to respond. 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.
- In lieu of speaking, a person may submit written comments to the CDL board secretary. Written materials submitted are considered public documents.
- Signs, posters, banners, flags, and other forms of non-verbal expression are prohibited.

Revised **X,XX,2026**

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Meeting

Policy 310 Request for Reconsideration

Background:

The Policy Committee has reviewed and revised policy 310 Request for Reconsideration, which is now ready for full Board review.

Chelsea District Library
Policy & Procedure

Policy Section: 3. Collections & Services
Board Approval Date: December 17, 1991
Revised: 10/17/2006, 3/18/2014,1/18/2022,3/21/2024, XXXX/2026

Subject: 310 Request for Reconsideration of Library Materials or Programs

Background:
It is the objective of the Chelsea District Library (CDL) to provide materials and programs to engage, inspire, and equip through evolving high-quality services and resources.

CDL fully endorses the principles documented in the *Library Bill of Rights* and the *Freedom to Read* Statement of the American Library Association. Materials and programs available through CDL present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. CDL also selects a wide variety of library materials and programs that satisfy the diverse interests of our community.

Policy:
CDL upholds the right of the individual to secure its resources and attend programs, even though the content may be controversial, unorthodox, or unacceptable to some. CDL's varied collection and programs are available to all, and it is not expected that all of the collection or programs will appeal to everyone. CDL will not force a patron to use a particular item or attend a particular program, and expects that no patron will deny the right of others access to library items or to attend programs. Parents or guardians are solely responsible for what their children access at the library.

Procedure:
Patrons who wish to request the withdrawal or reclassification of materials currently owned by CDL are encouraged to discuss their concerns with a library manager or its director. Patrons who wish to express concerns about programs that they believe do not meet CDL's mission are encouraged to discuss their concerns with a library manager or its director. If the patron is not satisfied with the response to their request, the manager or director will provide the patron with information on the reconsideration process and either the *Request for Reconsideration of Materials* form or the *Request for Reconsideration of Library Program* form to initiate a formal request for the reconsideration process.

Due to the time and staff resources required to conduct a complete reconsideration, and to ensure the maintenance of normal CDL business operations, CDL requires that:

- Requests for Reconsideration will be accepted only from **taxpaying** residents in the CDL service area.
- One form must be completed for each item being requested for reconsideration.
- Incomplete forms will not be considered.
- An item previously reviewed will not be reconsidered for one calendar year.
- All reconsidered items will be evaluated based on Policy 320 Material Selection.
- Items under reconsideration will remain available in the collection during the reconsideration process.
- When reviewing multiple requests from different sources, materials or programs for reconsideration will be limited to one item/program per household every sixty (60) days.

- CDL will review one request per month. Additional requests received during that month will be queued for consideration in subsequent months and prioritized based on date received.

Materials that are withdrawn based on the results of Requests for Reconsideration review are donated to the Friends of CDL for their sales. The proceeds from such sales are used for the benefit of the library; books that are not sold will be disposed of at the discretion of the Friends.

_____ _____

Janice L. Carr, Board Secretary Date

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

October 20, 2026 Meeting

Subject: 206. Meal Periods and Rest Breaks (from Employee Handbook)

Background:

Subject 206, which covers meal and rest breaks, in the Employee Handbook is being updated and revised to correspond with the way we actually handle meals and breaks.

SUBJECT: 206. MEAL PERIODS AND REST BREAKS

A. Definitions

1. Staffing needs are defined as the appropriate number of staff required to provide adequate service and meet business needs and as a fair and equitable distribution of break time among employees as determined by Library management.

B. Policy Overview and Purpose Statement

1. It is the policy of Chelsea District Library to provide employees with break times each work day for rest and meals.

2. The purpose of this policy is to provide some general information about break times and how break times relate to general scheduling practices.

C. Break Times

1. Generally, employees working an eight-hour day may take one ten-minute break in the morning and afternoon, and shall take one thirty-minute break in the middle of the work shift for a meal. The thirty-minute meal break is unpaid time for non-exempt (hourly) employees, except as addressed in C3.

2. Employees working less than an eight-hour day may generally take one ten minute break within each four-hour block of time worked. Example: an employee working from 8:00 a.m. to 12:00 noon would take one ten-minute break in the course of such a shift.

3. Employees working a shift of six hours ~~five hours~~ or more, but less than eight hours, **may generally** take a fifteen ~~thirty~~-minute paid meal break in addition to the ten-minute break. ~~The thirty-minute meal break is paid time for non-exempt (hourly) employees if they are asked to stay in the building during a meal break to help at a public service desk.~~ Staff ~~They~~ *are* expected to stay in the building on weekends when staffing is lighter, or on any day that shift coverage may be lighter than originally scheduled. Hourly service desk staff should check with their supervisor before leaving the building for a meal break.~~lunch~~.

4. Employees are encouraged to notify their supervisor if they are leaving the Library premises during break times.

D. Break Times and Scheduling

1. Allocating break times for rest or meals is subject to general staffing needs as defined in section A1 of this policy. Specific scheduling of break times may be necessary in order to satisfy staffing needs as well.

2. Due to staffing needs as defined in section A1 of this policy, supervisory staff may at times require employees to work through all or some break times in the course of a work day. Non-exempt (hourly) employees required to work through their thirty-minute lunch break may qualify for overtime pay (see Subject No. 106, Overtime/Assignment of Additional Work Hours).

3. Combining and/or taking break times for rest or meals at either the beginning or end of a shift in order to arrive late for work or leave early from work is prohibited. (See Subject No. 201, Absenteeism and Late Arrival, for more information regarding late arrival.)

4. If an employee needs to be away from the work area at a time other than the designated break time or for time in excess of the designated break time, he/she must receive approval in advance from his/her supervisor or the Library Director.

Rev. 7/16/19 by Board action; L. Ballard 7/18/19

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