Chelsea District Library
Board of Trustees

Agenda and Information Packet

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

November 17, 2026
6:45 pm

McKune Room at Chelsea District Library

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, November 17, 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. Budget Adjustments
3. Public Participation Procedures
4. Policy 310 Request for Reconsideration
5. Subject: 206. Meal Periods and Rest Breaks (from Employee Handbook)

7:25 Discussion Items
1. Budget Carryovers 2026 > 2027
2. 2027 Calendar of Operations
3. 2027 Board Meeting Calendar
4. Director's Annual Evaluation
5. Capital Improvement Fund Commitment
6. Policies 320 Materials Selection and 430 Patron Behavior
7. Nonresident Card Fee
8. Final 2026 Budget Adjustments

7:50 Reports
Policy Committee
Finance Committee
Director Oversight Committee
Governance Committee
Community Outreach Committee

7:55 Communications

8:00 Adjournment

Public Participation

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

Public Participation at Open Meetings

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

There are two ways to participate in a Board meeting:

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

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

Revised July 16, 2024

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, October 20, 2026 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, J. Carr, P. Garcia, TJ Helfferich, & C. Sandler.

Trustees Absent: A. Fox & B. Swistock.

Staff: Director L. Coryell, Assistant Director L. Ballard, C. Berggren, V. Krueger, & K. Ballard.

Guests: None

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

Consent Agenda
MOTION made by P. Garcia, SECONDED by TJ Helfferich to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 5-0

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

All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Announced that there is a new State Librarian, David Votta
- Went over the staff changes that will take place at the turn of the year
- Mobee is participating in Trunk or Treat at the St. Louis Center tomorrow
- Bob Swistock has been named Chelsea District Library Volunteer of the Year
- 102 new library cards in September, which was also national library card sign up month
- Brandon will be taking over the IE MakerSpace, eventually

DRAFT

- Amy will be serving as the new TLN Circulation Committee Secretary starting next month

Friends Report Update:

- Had 40 to 50 visitors at their Farmer's Market recruitment table and secured five new members
- Basement equipment sale is this Saturday
- Even more jewelry has recently sold over consignment
- Chelsea District Library Friend of the Year is Jo Goodrich
- Investigating insurance policy for Friend's board and maybe a non-profit attorney

Public Comment: None

Action Item #1: Donations

MOTION made by C. Sandler, SECONDED by TJ Helfferich to approve the September donations. Discussion: None

All Ayes 5-0

Action Item #2: Policy 422 Displays, Banners, and Signage

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the revisions to policy 422 Displays, Banners, and Signage. Discussion: TJ asked that inches be added as the form of measurement that was indicated, but not defined.

All Ayes 5-0

Action Item #3: Retiring Policy 420 Signs

MOTION made by C. Sandler, SECONDED by TJ Helfferich to retire policy 420 Signs, now that the library's signage regulations are included in policy 422. Discussion: None

All Ayes 5-0

Action Item #4: Policies 150 Open Board Meetings and 151 Public Comment Guidelines

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the revisions to both policies, 150 Open Board Meetings and 151 Public Comment Guidelines. Discussion: J. Carr shared that both were cleaned up and made more concise.

All Ayes 5-0

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Discussion Item #1: Budget Adjustments
There are three adjustments the library wishes to make to the 2026 Budget. Lori explained the reasoning for moving money from one part of the budget to another.

Discussion Item #2: Public Participation Procedures
Now that policy 151 Public Comment Guidelines has been revised, the Board needs to make sure that the rules for Public Participation that appear on the back of the Agenda each month still comply with the policy.

Discussion Item #3: Policy 310 Request for Reconsideration
It was decided that this policy needed attention after the most recent challenge. The word "taxpaying" was striction from the policy.

Discussion Item #4: 206. Meal Periods and Rest Breaks (from the Employee Handbook)
Linda went over the proposed changes, which makes the wording actually match the library's long-term practice now. The Board questioned if they're responsible for changes to the Employee Handbook. Lori will check with the attorney on that.

Committee Reports:

Policy Committee –

Finance Committee –

Director Oversight Committee – TJ shared that the evaluation form for Lori's annual review has been sent out. The Director's Review will go to Discussion in November and Action in December.

Governance Committee – Wendy announced that the Governance Committee has begun looking at officer and committee assignments and will bring their recommendations to the Board next month.

Community Outreach Committee – Patricia asked when the committee should start meeting about the 2029 millage? She will meet with Virginia to discuss. The committee has also discussed ideas to highlight library services to non-users.

Communications: None

Adjournment:
MOTION made by J. Carr, SECONDED by C. Sandler to adjourn the meeting at 7:31 p.m.

All Ayes, 5-0

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Janice L. Carr, Board Secretary Date

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FINANCE REPORTS

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		10/31/2026		Service Charge	001.001 · CSB/Operations Checking		-6.60
				Service Charge	802.100 · Admin-Fees Bank	-6.60	6.60
TOTAL						-6.60	6.60
Bill P...	30702	10/15/2026	First Congregational United Ch...	12/01/2026 - VENUE CHARGE - AUTHOR TALK WITH BONNIE ...	001.001 · CSB/Operations Checking		-150.00
Bill	26-0344-SP	10/13/2026		2026 - 12/01/2026 - VENUE CHARGE - AUTHOR TALK WITH B...	884.126 · General Adult Programs	-150.00	150.00
TOTAL						-150.00	150.00
Bill P...	30703	10/15/2026	First Congregational United Ch...	12/01/2026 - VENUE DEPOSIT - AUTHOR TALK WITH BONNIE...	001.001 · CSB/Operations Checking		-150.00
Bill	26-0344-SP	10/13/2026		2026 - 12/01/2026 - VENUE CHARGE - AUTHOR TALK WITH B...	884.126 · General Adult Programs	-150.00	150.00
TOTAL						-150.00	150.00
Bill P...	30704	10/15/2026	A Production Cleaning Compa...		001.001 · CSB/Operations Checking		-3,150.00
Bill	17145	10/13/2026		17145 - CLEANING 09/28 - 10/11/2026	803.605 · Janitorial	-1,750.00	1,750.00
Bill	17156	10/13/2026		17156 - WINDOWS 10/05/26	803.605 · Janitorial	-1,400.00	1,400.00
TOTAL						-3,150.00	3,150.00
Bill P...	30705	10/15/2026	ABSOPURE		001.001 · CSB/Operations Checking		-109.80
Bill	85248415	10/12/2026		09/21 BOTTLED WATER AND DELIVERY	727.100 · Supplies - General Op	-63.89	63.89
Bill	85267940	10/13/2026		10/12 BOTTLED WATER AND DELIVERY	727.100 · Supplies - General Op	-45.91	45.91
TOTAL						-109.80	109.80
Bill P...	30706	10/15/2026	Amazon Capital Services Inc		001.001 · CSB/Operations Checking		-720.25
Bill	1CY1-14TG-M1WQ	10/12/2026		NOTE BOOKS AND HOT GLUE STICKS	884.222 · General Youth Programs	-28.06	28.06
Bill	1XK1-7YJX-G431	10/12/2026		HALLOWEEN PROMOTIONS	880.436 · Mobile Promotions	-323.01	323.01
Bill	1NC7-MGDP-N1D1	10/12/2026		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper	-104.67	104.67
Bill	1LPH-46WN-4YK4	10/13/2026		ZELDA: BREATH OF THE WIND	982.490 · Videogames	-118.40	118.40
Bill	17TH-X3JM-7K96	10/13/2026		POPULAR TEEN TITLE	982.760 · Youth Print General	-10.99	10.99
Bill	1YTX-XTY6-WVK4	10/13/2026		TEEN PROGRAM SUPPLIES	884.272 · Teen General Programs	-27.38	27.38
Bill	14T4-1N9N-KGJ9	10/15/2026		GENERAL SUPPLIES -	727.100 · Supplies - General Op	-107.74	107.74
TOTAL						-720.25	720.25
Bill P...	30707	10/15/2026	Ballard, Kerry	2026 - BOOKKEEPING TO 10/16/26	001.001 · CSB/Operations Checking		-961.54
Bill	20261016	10/13/2026		2026 - BOOKKEEPING TO 10/16/26	801.040 · Accounting Coordinator	-961.54	961.54
TOTAL						-961.54	961.54
Bill P...	30708	10/15/2026	Bibliotheca, LLC	2026 - INV-US88093 - 20,000 RFID TAGS FOR PROCESSING	001.001 · CSB/Operations Checking		-7,290.50
Bill	INV-US88093	10/13/2026		2026 - INV-US88093 - 20,000 RFID TAGS FOR PROCESSING (...	728.100 · Supplies-Matl Proc Tags	-7,047.50	7,047.50
				2026 - INV-US88093 - SHIPPING	728.100 · Supplies-Matl Proc Tags	-243.00	243.00
TOTAL						-7,290.50	7,290.50
Bill P...	30709	10/15/2026	Blue Care Network of Michigan	2026 - GROUP 00277068 SUBGROUP 0002 - COVERAGE NO...	001.001 · CSB/Operations Checking		-3,924.05

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	262830029228	10/13/2026		NOV HEALTH INSURANCE COVERAGE, NOV 11/01 - 11/30/2...	710.200 · Per Svcs-Fringe Flex Ben	-3,924.05	3,924.05
TOTAL						-3,924.05	3,924.05
Bill P...	**30710**	**10/15/2026**	**BOOK FARM LLC**	**ERG15746-1**	**001.001 · CSB/Operations Checking**		**-20.97**
Bill	ERG15746-1	10/13/2026		· Youth Print General	982.760 · Youth Print General	-20.97	20.97
TOTAL						-20.97	20.97
Bill P...	**30711**	**10/15/2026**	**BroDart Co. Library Supplies**	**664827**	**001.001 · CSB/Operations Checking**		**-20.35**
Bill	684112	10/12/2026		LABEL SHEETS + SHIPPING	728.300 · Supplies-Matl Proc Other	-20.35	20.35
TOTAL						-20.35	20.35
Bill P...	**30712**	**10/15/2026**	**Chelsea High School Yearbook**	**2025/2026 YEARBOOK**	**001.001 · CSB/Operations Checking**		**-84.80**
Bill	Y205006981	10/12/2026		2025/2026 YEARBOOK	982.510 · Local History Preservation	-84.80	84.80
TOTAL						-84.80	84.80
Bill P...	**30713**	**10/15/2026**	**Cintas Corporation-300**	**4284491448 ACCT# 14203324**	**001.001 · CSB/Operations Checking**		**-171.36**
Bill	4284491448	10/13/2026		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...	**30714**	**10/15/2026**	**City of Chelsea**	**2026 SEP TRASH**	**001.001 · CSB/Operations Checking**		**-50.00**
Bill	22741	10/13/2026		2026 SEP TRASH	803.620 · Trash	-50.00	50.00
TOTAL						-50.00	50.00
Bill P...	**30715**	**10/15/2026**	**City of Chelsea-Elect & Water**	**2026 - SEP - 08/31 - 09/30/2026 - UTILITIES: ELECTRICITY, W...**	**001.001 · CSB/Operations Checking**		**-9,320.51**
Bill	10062026	10/13/2026		2026 -WATER - SEP - 08/31 - 09/30/2026	920.110 · City of Chelsea Water	-78.99	78.99
				2026 - SEWER - SEP - 08/31 - 09/30/2026	920.120 · City of Chelsea Sewer	-160.00	160.00
				2026 - ELECTRICITY - SEP - 08/31 - 09/30/2026	920.130 · City of Chelsea Electric	-8,982.94	8,982.94
				2026 - SPRINKLER - SEP - 08/31 - 09/30/2026	920.150 · City of Chelsea Sprinkler	-46.79	46.79
				2026 - MoBee/GARAGE - SEP - 08/31 - 09/30/2026	920.131 · MoBee - Garage electricity	-51.79	51.79
TOTAL						-9,320.51	9,320.51
Bill P...	**30716**	**10/15/2026**	**Constellation NewEnergy-Gas ...**	**INV 4703188 - ACCT BG-303066 - SEP for 08/20 - 09/22/26**	**001.001 · CSB/Operations Checking**		**-494.98**
Bill	4703188	10/13/2026		SEP for 08/20 - 09/22/26	920.200 · Natural Gas Utilities	-494.98	494.98
TOTAL						-494.98	494.98
Bill P...	**30717**	**10/15/2026**	**Demco Inc.**	**2026 - INV 7864424 - BILLING CUSTOMER 210215162**	**001.001 · CSB/Operations Checking**		**-224.33**
Bill	7864424	10/13/2026		MISC PROCESSING/REPAIR SUPPLIES	728.300 · Supplies-Matl Proc Other	-224.33	224.33
TOTAL						-224.33	224.33
Bill P...	**30718**	**10/15/2026**	**DeMea, Karla**	**2026 - PRESENTER - YOUTH PROGRAM TODDLERTIME 10/08**	**001.001 · CSB/Operations Checking**		**-50.00**

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	26-0522-JZ	10/12/2026		2026 - PRESENTER - YOUTH PROGRAM TODDLERTIME 10/08	884.215 · Early Literacy	-50.00	50.00
TOTAL						-50.00	50.00
Bill P...	**30719**	**10/15/2026**	**Foster Swift Collins & Smith**	**INV 953040 - CLIENT 21969-00001**	**001.001 · CSB/Operations Checking**		**-534.00**
Bill	953040	10/13/2026		EMPLOYMENT AND FOIA	801.010 · Attorney	-534.00	534.00
TOTAL						-534.00	534.00
Bill P...	**30720**	**10/15/2026**	**FUN EXPRESS**	**INV 74410493901 ACCT 783724**	**001.001 · CSB/Operations Checking**		**-101.85**
Bill	74410493901	10/14/2026		ACTIVITY BOOKS	880.436 · Mobile Promotions	-101.85	101.85
TOTAL						-101.85	101.85
Bill P...	**30721**	**10/15/2026**	**Great Lakes Ace Hardware**		**001.001 · CSB/Operations Checking**		**-24.49**
Bill	20273/154	10/12/2026		HARDWARE FOR BRASS HEADS - NAILS FOR EXHIBITS	884.801 · Exhibits	-13.10	13.10
Bill	20279/154	10/12/2026		HARDWARE FOR BRASS HEADS	884.801 · Exhibits	-11.39	11.39
TOTAL						-24.49	24.49
Bill P...	**30722**	**10/15/2026**	**HERRON, A**	**REIMBURSEMENT - YOUTH PROGRAMMING - SCAVENGER ...**	**001.001 · CSB/Operations Checking**		**-17.50**
Bill	26-1206-AH	10/13/2026		REIMBURSEMENT - YOUTH PROGRAMMING SUPPLIES	884.222 · General Youth Programs	-17.50	17.50
TOTAL						-17.50	17.50
Bill P...	**30723**	**10/15/2026**	**IMAGE SUPPLY**	**CUST # 103122729700 INV 491241**	**001.001 · CSB/Operations Checking**		**-105.63**
Bill	491241	10/13/2026		EPSON TAPE - BLACK ON WHITE TAPE	728.300 · Supplies-Matl Proc Other	-95.00	95.00
				TAPE SHIPPING	728.300 · Supplies-Matl Proc Other	-10.63	10.63
TOTAL						-105.63	105.63
Bill P...	**30724**	**10/15/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-3,518.14**
Bill	99258629	10/14/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-28.15	28.15
Bill	99258622	10/14/2026		· Youth Print General	982.760 · Youth Print General	-29.54	29.54
Bill	99258625	10/14/2026		· Youth Print General	982.760 · Youth Print General	-46.48	46.48
Bill	99258627	10/14/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	99258624	10/14/2026		· Youth Print General	982.760 · Youth Print General	-46.05	46.05
Bill	99258623	10/14/2026		· Youth Print General	982.760 · Youth Print General	-13.34	13.34
Bill	99258628	10/14/2026		· Youth Print General	982.760 · Youth Print General	-45.77	45.77
Bill	99258626	10/14/2026		· Youth Print General	982.760 · Youth Print General	-13.84	13.84
Bill	99258630	10/14/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-6.85	6.85
Bill	99316395	10/14/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99316399	10/15/2026		· Youth Print General	982.760 · Youth Print General	-116.56	116.56
Bill	99316391	10/15/2026		· Youth Print General	982.760 · Youth Print General	-37.35	37.35
Bill	99316396	10/15/2026		· Youth Print General	982.760 · Youth Print General	-9.68	9.68
Bill	99316388	10/15/2026		· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	99316384	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.89	11.89
Bill	99316386	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99316397	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-11.84	11.84
Bill	99316387	10/15/2026		· Youth Print General	982.760 · Youth Print General	-22.60	22.60
Bill	99316398	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-11.30	11.30
Bill	99384389	10/15/2026		· Youth Print General	982.760 · Youth Print General	-35.12	35.12
Bill	99384397	10/15/2026		· Youth Print General	982.760 · Youth Print General	-32.88	32.88
Bill	99384387	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.34	11.34

Chelsea District Library
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October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	99384388	10/15/2026		· Youth Print General	982.760 · Youth Print General	-43.63	43.63
Bill	99384390	10/15/2026		· Youth Print General	982.760 · Youth Print General	-13.04	13.04
Bill	99384398	10/15/2026		· Youth Print General	982.760 · Youth Print General	-10.25	10.25
Bill	99537741	10/15/2026		· Youth Print General	982.760 · Youth Print General	-27.87	27.87
Bill	99537727	10/15/2026		· Youth Print General	982.760 · Youth Print General	-19.57	19.57
Bill	99537728	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99537738	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99537731	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99537739	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-6.85	6.85
Bill	99537730	10/15/2026		· Youth Print General	982.760 · Youth Print General	-9.84	9.84
Bill	99572795	10/15/2026		· Youth Print General	982.760 · Youth Print General	-19.24	19.24
Bill	99572796	10/15/2026		· Youth Print General	982.760 · Youth Print General	-8.45	8.45
Bill	99572797	10/15/2026		· Youth Print General	982.760 · Youth Print General	-8.45	8.45
Bill	99572808	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-27.69	27.69
Bill	99572809	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-7.19	7.19
Bill	99572799	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.44	11.44
Bill	99572810	10/15/2026		· Youth Print General	982.760 · Youth Print General	-9.25	9.25
Bill	99572798	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99642384	10/15/2026		· Adult Print General	982.720 · Adult Print General	-17.27	17.27
Bill	99642383	10/15/2026		· Adult Print General	982.720 · Adult Print General	-37.05	37.05
Bill	99687789	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.09	11.09
Bill	99687791	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99687796	10/15/2026		· Youth Print General	982.760 · Youth Print General	-20.55	20.55
Bill	99687798	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99687797	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-11.84	11.84
Bill	99687790	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99687794	10/15/2026		· Adult Print General	982.720 · Adult Print General	-21.57	21.57
Bill	99687800	10/15/2026		· Adult Print General	982.720 · Adult Print General	-104.58	104.58
Bill	99687792	10/15/2026		· Adult Large Print	982.710 · Adult Large Print	-23.14	23.14
Bill	99687799	10/15/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-41.47	41.47
Bill	99687795	10/15/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99687793	10/15/2026		· Adult Print General	982.720 · Adult Print General	-25.35	25.35
Bill	99723967	10/15/2026		· Adult Print General	982.720 · Adult Print General	-37.19	37.19
Bill	99723965	10/15/2026		· Adult Print General	982.720 · Adult Print General	-119.12	119.12
Bill	99723975	10/15/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-88.32	88.32
Bill	99723968	10/15/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99723970	10/15/2026		· Adult Print General	982.720 · Adult Print General	-64.17	64.17
Bill	99723963	10/15/2026		· Adult Large Print	982.710 · Adult Large Print	-69.42	69.42
Bill	99723976	10/15/2026		· Adult Print General	982.720 · Adult Print General	-15.11	15.11
Bill	99723969	10/15/2026		· Adult Print General	982.720 · Adult Print General	-35.58	35.58
Bill	99723966	10/15/2026		· Adult Print General	982.720 · Adult Print General	-31.25	31.25
Bill	99723964	10/15/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	99723972	10/15/2026		· Youth Print General	982.760 · Youth Print General	-98.12	98.12
Bill	99723961	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99723960	10/15/2026		· Youth Print General	982.760 · Youth Print General	-8.45	8.45
Bill	99723962	10/15/2026		· Youth Print General	982.760 · Youth Print General	-34.44	34.44
Bill	99723974	10/15/2026		· Youth Print General	982.760 · Youth Print General	-9.71	9.71
Bill	99723973	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-9.71	9.71
Bill	99723971	10/15/2026		· Youth Print General	982.760 · Youth Print General	-16.00	16.00
Bill	99844207	10/15/2026		· Adult Print General	982.720 · Adult Print General	-127.22	127.22
Bill	99857900	10/15/2026		· Youth Print General	982.760 · Youth Print General	-162.56	162.56
Bill	99857894	10/15/2026		· Youth Print General	982.760 · Youth Print General	-12.42	12.42
Bill	99857895	10/15/2026		· Youth Print General	982.760 · Youth Print General	-12.96	12.96
Bill	99857896	10/15/2026		· Youth Print General	982.760 · Youth Print General	-12.42	12.42
Bill	99857908	10/15/2026		· Youth Print General	982.760 · Youth Print General	-59.26	59.26
Bill	99857902	10/15/2026		· Youth Print General	982.760 · Youth Print General	-17.29	17.29
Bill	99857899	10/15/2026		· Youth Print General	982.760 · Youth Print General	-161.98	161.98
Bill	99857897	10/15/2026		· Youth Print General	982.760 · Youth Print General	-12.78	12.78
Bill	99857910	10/15/2026		· Youth Print General	982.760 · Youth Print General	-8.63	8.63
Bill	99857901	10/15/2026		· Adult Print General	982.720 · Adult Print General	-35.01	35.01
Bill	99857898	10/15/2026		· Adult Print General	982.720 · Adult Print General	-518.14	518.14
Bill	99857905	10/15/2026		· Adult Print General	982.720 · Adult Print General	-55.53	55.53
Bill	99857907	10/15/2026		· Adult Print General	982.720 · Adult Print General	-50.70	50.70
Bill	99857903	10/15/2026		· Adult Large Print	982.710 · Adult Large Print	-26.24	26.24
Bill	99857911	10/15/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-46.68	46.68

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Bill	99857906	10/15/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
Bill	99857904	10/15/2026		· Adult Print General	982.720 · Adult Print General	-62.33	62.33
Bill	99857909	10/15/2026		· Adult Print General	982.720 · Adult Print General	-34.83	34.83
Bill	99893125	10/15/2026		· Youth Print General	982.760 · Youth Print General	-12.38	12.38
Bill	99893123	10/15/2026		· Youth Print General	982.760 · Youth Print General	-13.37	13.37
Bill	99893121	10/15/2026		· Youth Print General	982.760 · Youth Print General	-18.52	18.52
Bill	99893122	10/15/2026		· Youth Print General	982.760 · Youth Print General	-17.56	17.56
Bill	99893124	10/15/2026		· Youth Print General	982.760 · Youth Print General	-21.02	21.02
Bill	99893131	10/15/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-12.38	12.38
Bill	99893126	10/15/2026		· Youth Print General	982.760 · Youth Print General	-35.50	35.50
Bill	99893133	10/15/2026		· Youth Print General	982.760 · Youth Print General	-42.02	42.02
Bill	99893130	10/15/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
TOTAL						-3,518.14	3,518.14
Bill P...	**30725**	**10/15/2026**	**KANOPY INC**	**523638-PPU - KANOPY BORROWS - SEP 2026**	**001.001 · CSB/Operations Checking**		**-238.00**
Bill	523638-PPU	10/13/2026		2026 - KANOPY VIDEO PLAYS - SEP	982.410 · Electronic Products/Subs	-238.00	238.00
TOTAL						-238.00	238.00
Bill P...	**30726**	**10/15/2026**	**KeyBank**	**A/C Ending .....3195 08/10 - 09/09/26 DUE 11/06/2026 $4,...**	**001.001 · CSB/Operations Checking**		**-4,196.09**
Bill	26-6312	10/13/2026		SUPPLYHOUSE - THERMOSTAT FOR MCKUNE	803.010 · Maint Svc Contingency	-218.80	219.99
				CHELSEA WELLNESS - AUG HEALTH STIPEND, MEMBERSHIP	969.620 · Staff In-Service & Appreciation	-198.93	200.00
				4IMPRINT - BRANDED PENS	880.340 · Printed Items / Stationary	-215.75	216.91
				ZOU ZOU'S - COMMUNITY CONVERSATION ON HOMELESSN...	960.200 · Director Expense	-97.75	98.28
				VISTAPRINT - NEFF DONOR RECOGNITION SIGNAGE	880.130 · Signs/Banners/Posters	-26.24	26.38
				POLLY'S - SNACKS - FRUIT	884.222 · General Youth Programs	-12.42	12.49
				THRIFT BOOKS - BOOK REQUESTS	982.720 · Adult Print General	-35.32	35.52
				COTTAGE INN - PIZZA AND PAPERBACKS	884.276 · Teen Event Supplies	-35.09	35.28
				BAMBU LABS - 3D PRINTER REPLACEMENT	967.500 · Makerspace Equipment	-546.04	549.00
				CHERRY REPUBLIC - CHERRY REPUBLIC MEMOIR FOR NEIG...	982.720 · Adult Print General	-41.17	41.40
				POLLYS - SNACKS FOR tWbc AND WRITING WORKSHOP 09/...	884.230 · Youth Reading Group	-53.79	54.08
				ETSY - STICKER PRIZES FOR WINTER READING CHALLENGE	884.230 · Youth Reading Group	-50.60	50.88
				ZOOM - MONTHLY VIDEO CONFERENCE SUBSCRIPTION	967.200 · Equipment Software	-39.28	39.50
				CDW GOVERNMENT - MS SERVER LICENSE	967.200 · Equipment Software	-71.04	71.42
				CDW GOVERNMENT - NETWORKING CABLE	803.350 · Network Equipment	-41.58	41.81
				EBAY - MOBILE HOTSPOTS COVER	850.311 · WiFi Hotspots	-27.31	27.45
				MAKERWORKS COMMUNITY, ANN ARBOR - LOCAL WORKSH...	969.145 · Workshops	-497.31	500.00
				SUNLU ONLINE - DUAL ZONE FILAMENT DRYER FOR MAKER...	967.310 · Makerspace Furnishings	-147.60	148.39
				MAIN STREET PROVISIONS - WORK ANNIV - S BANDA	969.940 · Staff Apprec - Restricted	-24.87	25.00
				AGRICOLE - WORK ANNIV, KATIE H & JULIE P	969.940 · Staff Apprec - Restricted	-49.73	50.00
				HOLIDAY INN EXP & SUITES - SONG FEST, COLLINGWOOD	884.961 · Songfest - Restricted Gift	-711.12	714.96
				HOLIDAY INN EXP & SUITES - SONG FEST, ROMANTINI	884.961 · Songfest - Restricted Gift	-711.12	714.96
				POLLY'S - BEAR HUNT SUPPLIES	960.200 · Director Expense	-14.71	14.79
				CLEARYS - ($25.00 + $47.40 = $72.40) WORK ANNIV, V KRUE...	969.940 · Staff Apprec - Restricted	-24.87	25.00
				CLEARYS - ($25.00 + $47.40 = $72.40) MTG TO DISCUSS SUC...	960.200 · Director Expense	-47.14	47.40
				SMOKEHOUSE M52 - COLLAB W/DEXTER LIBRARY, POWERS...	960.200 · Director Expense	-73.05	73.44
				YOU.COM - SCOTT RAKESTRAW	967.200 · Equipment Software	-179.03	180.00
				FOREIGN TRANSACTION FEE FOR SUNLU ONLINE	967.310 · Makerspace Furnishings	-4.43	4.45
TOTAL						-4,196.09	4,218.78
Bill P...	**30727**	**10/15/2026**	**KNIGHT TECHNOLOGY GROUP**	**2026 - 29852 - DATTO BACKUPS**	**001.001 · CSB/Operations Checking**		**-1,100.00**
Bill	29852	10/12/2026		OCT DATTO BACKUPS	803.390 · Computers	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Bill P...	**30728**	**10/15/2026**	**LAW, CHRISTINE M.**	**LAW - YOGA STORY TIME 10/23/26**	**001.001 · CSB/Operations Checking**		**-100.00**

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Bill	26-0521-JZ	10/12/2026		LAW - YOUTH YOGA STORY TIME 10/23/26	884.215 · Early Literacy	-100.00	100.00
TOTAL						-100.00	100.00
Bill P...	**30729**	**10/15/2026**	**Matt Talbot Design and Illustra...**	**LOGO/PROMO DESIGN CDL SONGFEST - AND BACKSTAGE ...**	**001.001 · CSB/Operations Checking**		**-1,200.00**
Bill	26-4242-VK	10/12/2026		BACKSTAGE HOLLYWOOD	880.521 · Graphic Design Services	-600.00	600.00
				CDL SONG FEST	880.521 · Graphic Design Services	-600.00	600.00
TOTAL						-1,200.00	1,200.00
Bill P...	**30730**	**10/15/2026**	**Michigan Municipal League-Un...**	**2026 3RD QUARTER - DUE 10/25/2026**	**001.001 · CSB/Operations Checking**		**-7.40**
Bill	3RD QTR 2026	10/12/2026		2026 3RD QUARTER - UNEMPLOYMENT INSURANCE	710.300 · Per Svcs-Fringe-Unemp	-7.40	7.40
TOTAL						-7.40	7.40
Bill P...	**30731**	**10/15/2026**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-1,509.95**
Bill	509326251	10/12/2026		AUG FEATURE FILMS	982.460 · DVD Feature	-22.49	22.49
Bill	509362257	10/12/2026		SEP FEATURE FILMS	982.460 · DVD Feature	-269.16	269.16
Bill	509362258	10/12/2026		AUG/SEP NF	982.470 · DVD Non-Fiction	-84.71	84.71
Bill	509393059	10/12/2026		SEP FEATURE	982.460 · DVD Feature	-216.66	216.66
Bill	509393900	10/12/2026		AUG/SEP NF	982.470 · DVD Non-Fiction	-128.95	128.95
Bill	509425376	10/12/2026		SEP FEATURE	982.460 · DVD Feature	-242.90	242.90
Bill	509449058	10/12/2026		PLAYAWAYS	884.228 · Authors in Chelsea	-367.13	367.13
Bill	509489210	10/12/2026		AUG/SEP BOCs	982.120 · Adult Books on Disc	-49.99	49.99
Bill	509489213	10/12/2026		OCT DVDs	982.480 · Youth Video DVD	-50.98	50.98
Bill	509457549	10/12/2026		OCT DVDs	982.480 · Youth Video DVD	-26.99	26.99
Bill	509522207	10/14/2026		OCT/NOV BOCs	982.120 · Adult Books on Disc	-49.99	49.99
TOTAL						-1,509.95	1,509.95
Bill P...	**30732**	**10/15/2026**	**Midwest Tape - Hoopla**	**509498687 - SEP BORROWS**	**001.001 · CSB/Operations Checking**		**-4,088.98**
Bill	509498687	10/13/2026		SEP - DIGITAL CONTENT - HOOPLA BORROWS	982.410 · Electronic Products/Subs	-4,088.98	4,088.98
TOTAL						-4,088.98	4,088.98
Bill P...	**30733**	**10/15/2026**	**Pitney Bowes Reserve Account**	**RESERVE ACCOUNT # 33616590**	**001.001 · CSB/Operations Checking**		**-525.00**
Bill	26-6314-CB	10/15/2026		RESERVE ACCOUNT #33616590	731.200 · Other Svc-Pstg Operatng	-525.00	525.00
TOTAL						-525.00	525.00
Bill P...	**30734**	**10/15/2026**	**PLAYAWAY PRODUCTS**	**5511163**	**001.001 · CSB/Operations Checking**		**-2,004.97**
Bill	551116	10/12/2026		QUEST SET (YOUTH LITERACY) AND ACCESSORIES	967.120 · Computers	-2,004.97	2,004.97
TOTAL						-2,004.97	2,004.97
Bill P...	**30735**	**10/15/2026**	**Postmaster**	**2026 - PERMIT #28 - WINTER NEWSLETTER MAILING**	**001.001 · CSB/Operations Checking**		**-1,200.00**
Bill	26-4241-VK	10/12/2026		2026 - BUSINESS PERMIT #28 - WINTER NEWSLETTER MAIL...	880.230 · Newsletter Postage	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill P...	**30736**	**10/15/2026**	**Powers, Shannon H**	**REIMBURSEMENT - MOVIE MURDER MYSTERY NIGHT SUPP...**	**001.001 · CSB/Operations Checking**		**-72.24**

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Bill	26-0343-SP	10/15/2026		REIMBURSEMENT FOR STORAGE BOXES	884.126 · General Adult Programs	-72.24	72.24
TOTAL						-72.24	72.24
Bill P...	**30737**	**10/15/2026**	**Print-Tech Inc.**	**284924**	**001.001 · CSB/Operations Checking**		**-379.49**
Bill	284924	10/12/2026		2026 SONGFEST POSTERS AND BANNER - PROMOTIONAL ...	880.435 · CDL Songfest	-379.49	379.49
TOTAL						-379.49	379.49
Bill P...	**30738**	**10/15/2026**	**Proquest LLC**	**70955494 - ANCESTRY SUBSCRIPTION**	**001.001 · CSB/Operations Checking**		**-1,734.77**
Bill	70955494	10/13/2026		Ancestry Library 10/01/26 to 09/30/2027	982.410 · Electronic Products/Subs	-1,734.77	1,734.77
TOTAL						-1,734.77	1,734.77
Bill P...	**30739**	**10/15/2026**	**REEVE, BRANDON**	**REIMBURSEMENT - MAKERSPACE TRAINING - MILEAGE**	**001.001 · CSB/Operations Checking**		**-55.94**
Bill	20261007	10/09/2026		73.60 MILES AT $0.76	969.145 · Workshops	-55.94	55.94
TOTAL						-55.94	55.94
Bill P...	**30740**	**10/15/2026**	**THE LAKEHOUSE BAKERY**	**5705 - BREAKFAST**	**001.001 · CSB/Operations Checking**		**-480.00**
Bill	5705	10/12/2026		COMMUNITY STAKEHOLDERS' MEETING ON ADDRESSING H...	960.200 · Director Expense	-480.00	480.00
TOTAL						-480.00	480.00
Bill P...	**30741**	**10/15/2026**	**The Sun Times**	**5235-M - 10/07 & 10/14**	**001.001 · CSB/Operations Checking**		**-600.00**
Bill	5235-M	10/12/2026		SONGFEST	880.110 · Media Buy	-600.00	600.00
TOTAL						-600.00	600.00
Bill P...	**30742**	**10/15/2026**	**THRIVING MINDS BEHAVIORA...**	**10/20/26 - HELPING THE QUIET CHILD THRIVE**	**001.001 · CSB/Operations Checking**		**-125.00**
Bill	274	10/12/2026		10/20/26 - HELPING THE QUIET CHILD THRVIVE	884.213 · Parenting Programs	-125.00	125.00
TOTAL						-125.00	125.00
Bill P...	**30743**	**10/15/2026**	**Underground Printing**	**1173435**	**001.001 · CSB/Operations Checking**		**-1,532.50**
Bill	1173435	10/12/2026		CDL SONGFEST T-SHIRTS	880.435 · CDL Songfest	-1,532.50	1,532.50
TOTAL						-1,532.50	1,532.50
Bill P...	**30744**	**10/15/2026**	**Unique Management Services I...**	**2026 - 6165492 CLIENT # 1954 - COLLECTION FEES (PLACE...**	**001.001 · CSB/Operations Checking**		**-35.80**
Bill	6165492	10/13/2026		2026 SEP - COLLECTION FEES (PLACEMENTS)	801.090 · Collection Fees	-35.80	35.80
TOTAL						-35.80	35.80
Bill P...	**30745**	**10/28/2026**	**A Production Cleaning Compa...**	**17174 - CLEANING 10/12-25/26**	**001.001 · CSB/Operations Checking**		**-1,750.00**
Bill	17174	10/26/2026		17174 - CLEANING 10/12-25/26	803.605 · Janitorial	-1,750.00	1,750.00
TOTAL						-1,750.00	1,750.00

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Bill P...	**30746**	**10/28/2026**	**A T & T Mobility**	**ACCT 287286231198X - INV 10142026 - ISSUED ON 10/06/2026**	**001.001 · CSB/Operations Checking**		**-214.94**
Bill	10142026	10/26/2026		2026 - PUBLIC WIFI HOT SPOTS 10/07 - 11/0626 SEE PG 3	850.311 · WiFi Hotspots	-214.94	214.94
TOTAL						-214.94	214.94
Bill P...	**30747**	**10/28/2026**	**Amazon Capital Services Inc**		**001.001 · CSB/Operations Checking**		**-540.62**
Bill	1Y17-DPXH-DQGD	10/26/2026		AUTHOR EVENT BOOKS	982.720 · Adult Print General	-61.56	61.56
Bill	14KJ-7FTT-PWWD	10/28/2026		DVD REQUEST	982.460 · DVD Feature	-24.48	24.48
				CODING STICKERS	982.460 · DVD Feature	-5.98	5.98
Bill	1DND-CGTG-RX4N	10/28/2026		PAPER TOWELS	729.100 · Supplies-Cleaning-Paper	-127.60	127.60
Bill	1CTX-6PXY-V5Q7	10/28/2026		COMPUTERS AND COMPONENTS	967.120 · Computers	-321.00	321.00
TOTAL						-540.62	540.62
Bill P...	**30748**	**10/28/2026**	**AMERICAN UNITED LIFE INSU...**	**GROUP: G 00623836-0000-000 - NOV 11/01/2026 -11/30/2026 -...**	**001.001 · CSB/Operations Checking**		**-969.06**
Bill	20261017 -26-2584-LB	10/26/2026		LIFE/DISABL INS PREMIUMS - NOV 11/01/2026 -11/30/2026 - ...	710.200 · Per Svcs-Fringe Flex Ben	-969.06	969.06
TOTAL						-969.06	969.06
Bill P...	**30749**	**10/28/2026**	**Association Maintenance Corp**		**001.001 · CSB/Operations Checking**		**-718.06**
Bill	21221	10/28/2026		SEPT MOWS	803.611 · Lawn Service	-573.06	573.06
Bill	21223	10/28/2026		CLOSE AND WINTERIZE	803.613 · Sprinkler	-145.00	145.00
TOTAL						-718.06	718.06
Bill P...	**30750**	**10/28/2026**	**Ballard, Kerry**	**2026 - BOOKKEEPING TO 10/30/26**	**001.001 · CSB/Operations Checking**		**-1,161.54**
Bill	20261023	10/27/2026		2026 - BOOKKEEPING TO 10/30/26	801.040 · Accounting Coordinator	-961.54	961.54
				BACKSTAGE HOLLYWOOD TAKEDOWN 8 HR @ $25	884.801 · Exhibits	-200.00	200.00
TOTAL						-1,161.54	1,161.54
Bill P...	**30751**	**10/28/2026**	**Chelsea Area Chamber of Com...**	**2026 - PURCHASE OF SILVERBACK SCULPTURE**	**001.001 · CSB/Operations Checking**		**-6,400.00**
Bill	Y19854	10/27/2026		2026 - GORILLA SCULPTURE FUNDED THROUGH DONATIONS	975.100 · Building Improvement Additions	-6,400.00	6,400.00
TOTAL						-6,400.00	6,400.00
Bill P...	**30752**	**10/28/2026**	**CHELSEA SCHOOL DISTRICT -...**	**2026 - FUEL 09/01/26 - 09/30/26**	**001.001 · CSB/Operations Checking**		**-72.56**
Bill	26-6318	10/28/2026		2026 - OCT BILLING FOR SEP DIESEL - 13.12 GAL @ $4.9380 ...	758.100 · MOBILE CDL - FUEL	-72.56	72.56
TOTAL						-72.56	72.56
Bill P...	**30753**	**10/28/2026**	**COMFORT, STACEY**	**REIMBURSEMENT - MOCHI MANGA FTERNOON SUPPLIES**	**001.001 · CSB/Operations Checking**		**-34.11**
Bill	26-1110-SC	10/26/2026		REIMBURSEMENT - MOCHI MANGA FTERNOON SUPPLIES	884.276 · Teen Event Supplies	-34.11	34.11
TOTAL						-34.11	34.11
Bill P...	**30754**	**10/28/2026**	**Costco Anywhere Visa**	**MEMBER 112007369621 - 10/16 STMT - CARD ENDING 3253**	**001.001 · CSB/Operations Checking**		**-935.17**
Bill	20261114	10/28/2026		COSTCO - MOBEE OUTREACH SUPPLIES, TRUNK OR TREAT ...	880.436 · Mobile Promotions	-107.94	107.94
				COSTCO - MOBEE OUTREACH SUPPLIES, TRUNK OR TREAT ...	880.436 · Mobile Promotions	-221.89	221.89
				COSTCO - SHELVING FOR IE STORAGE - (on statement as 2 c...	967.320 · Furniture and Fixtures	-254.39	254.39

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				COSTCO - SHELVING FOR IE STORAGE - (on statement as 2 c...	967.320 · Furniture and Fixtures	-264.99	264.99
				WHOLE FOODS - SUPPLIES FOR SONG FEST 2026	884.411 · Songfest	-85.96	85.96
TOTAL						-935.17	935.17
Bill P...	**30755**	**10/28/2026**	**Great Lakes Ace Hardware**		**001.001 · CSB/Operations Checking**		**-158.79**
Bill	20245/154	10/28/2026		BOW SAW AND SANDING DISCS	884.602 · Technology Programs - Supplies	-39.88	39.88
Bill	20256/154	10/28/2026		MISC FASTENERS	884.602 · Technology Programs - Supplies	-11.36	11.36
Bill	20267/154	10/28/2026		CAULK, SPADE BIT, UNTHREADED ROD	884.602 · Technology Programs - Supplies	-30.37	30.37
Bill	20282/154	10/28/2026		FLOOR SCRAPER, KNEE PAD	884.602 · Technology Programs - Supplies	-50.33	50.33
Bill	20288/154	10/28/2026		PVC PIPE, FLEX COUPLING, S40 COUPLING	884.602 · Technology Programs - Supplies	-17.36	17.36
Bill	20358/154	10/28/2026		ALL PURPOSE PLASTIC CEMENT	732.300 · Supplies-MNT-General	-9.49	9.49
TOTAL						-158.79	158.79
Bill P...	**30756**	**10/28/2026**	**Ingram Library Services**		**001.001 · CSB/Operations Checking**		**-1,704.52**
Bill	30064022	10/26/2026		· Youth Print General	982.760 · Youth Print General	-10.76	10.76
Bill	30064023	10/26/2026		· Youth Print General	982.760 · Youth Print General	-8.45	8.45
Bill	30064024	10/26/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	30064025	10/26/2026		· Youth Print General	982.760 · Youth Print General	-78.72	78.72
Bill	30064029	10/26/2026		· Youth Print General	982.760 · Youth Print General	-22.10	22.10
Bill	30064027	10/26/2026		· Adult Large Print	982.710 · Adult Large Print	-25.00	25.00
Bill	30064026	10/26/2026		· Adult Collection Restricted	982.910 · Adult Collection Restricted	-35.64	35.64
Bill	30064028	10/26/2026		· Adult Print General	982.720 · Adult Print General	-15.66	15.66
Bill	30064031	10/26/2026		· Adult Print General	982.720 · Adult Print General	-33.20	33.20
Bill	30064030	10/26/2026		· Adult Print General	982.720 · Adult Print General	-16.20	16.20
Bill	99316383	10/26/2026		· Youth Print General	982.760 · Youth Print General	-47.09	47.09
Bill	99316382	10/26/2026		· Youth Print General	982.760 · Youth Print General	-24.09	24.09
Bill	99316381	10/26/2026		· Youth Print General	982.760 · Youth Print General	-5.59	5.59
Bill	99316380	10/26/2026		· Youth Print General	982.760 · Youth Print General	-6.39	6.39
Bill	99316400	10/26/2026		· Youth Print General	982.760 · Youth Print General	-7.99	7.99
Bill	99508348	10/26/2026		· Youth Reading Group	884.230 · Youth Reading Group	-47.90	47.90
Bill	99508347	10/26/2026		· Story Book Trail	884.251 · Story Book Trail	-56.84	56.84
Bill	99537744	10/26/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99537747	10/26/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-10.22	10.22
Bill	99537746	10/26/2026		· Youth Print General	982.760 · Youth Print General	-11.84	11.84
Bill	99623110	10/26/2026		· Youth Print General	982.760 · Youth Print General	-31.26	31.26
Bill	99623107	10/26/2026		· Youth Print General	982.760 · Youth Print General	-18.41	18.41
Bill	99623106	10/26/2026		· Youth Print General	982.760 · Youth Print General	-10.94	10.94
Bill	99623108	10/26/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-20.55	20.55
Bill	99623103	10/26/2026		· Youth Print General	982.760 · Youth Print General	-12.42	12.42
Bill	99652098	10/26/2026		· Teen General Programs	884.272 · Teen General Programs	-47.15	47.15
Bill	99723977	10/26/2026		· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	99817608	10/26/2026		· Youth Print General	982.760 · Youth Print General	-14.54	14.54
Bill	99817609	10/26/2026		· Youth Print General	982.760 · Youth Print General	-10.79	10.79
Bill	99869279	10/26/2026		· Story Book Trail	884.251 · Story Book Trail	-23.98	23.98
Bill	99893128	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.41	19.41
Bill	99893134	10/26/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-41.50	41.50
Bill	99893129	10/26/2026		· Adult Print General	982.720 · Adult Print General	-22.65	22.65
Bill	99893127	10/26/2026		· Adult Print General	982.720 · Adult Print General	-43.68	43.68
Bill	99893132	10/26/2026		· Adult Print General	982.720 · Adult Print General	-18.60	18.60
Bill	99893135	10/26/2026		· Youth Print General	982.760 · Youth Print General	-7.98	7.98
Bill	99893136	10/26/2026		· Youth Print General	982.760 · Youth Print General	-12.92	12.92
Bill	99893137	10/26/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-193.53	193.53
Bill	99893139	10/26/2026		· Adult Print General	982.720 · Adult Print General	-18.33	18.33
Bill	99893141	10/26/2026		· Adult Print General	982.720 · Adult Print General	-18.36	18.36
Bill	99893140	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99893138	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.41	19.41
Bill	99959885	10/26/2026		· Youth Print General	982.760 · Youth Print General	-6.85	6.85
Bill	99980890	10/26/2026		· Youth Print General	982.760 · Youth Print General	-22.82	22.82
Bill	99980897	10/26/2026		· Youth Print General	982.760 · Youth Print General	-81.47	81.47
Bill	99980898	10/26/2026		· Mobile CDL - Youth	982.761 · Mobile CDL - Youth	-52.92	52.92

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill	99980886	10/26/2026		· Youth Print General	982.760 · Youth Print General	-40.60	40.60
Bill	99980887	10/26/2026		· Youth Print General	982.760 · Youth Print General	-32.58	32.58
Bill	99980899	10/26/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99980889	10/26/2026		· Youth Print General	982.760 · Youth Print General	-11.30	11.30
Bill	99980902	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99980892	10/26/2026		· Adult Large Print	982.710 · Adult Large Print	-24.38	24.38
Bill	99980900	10/26/2026		· Mobile CDL - Adult	982.721 · Mobile CDL - Adult	-24.38	24.38
Bill	99980891	10/26/2026		· Multiple Book Copies	982.740 · Multiple Book Copies	-34.49	34.49
Bill	99980894	10/26/2026		· Adult Print General	982.720 · Adult Print General	-45.54	45.54
Bill	99980903	10/26/2026		· Adult Print General	982.720 · Adult Print General	-33.47	33.47
Bill	99980895	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99980896	10/26/2026		· Adult Print General	982.720 · Adult Print General	-19.95	19.95
Bill	99980888	10/26/2026		· Adult Print General	982.720 · Adult Print General	-31.77	31.77
Bill	99980901	10/26/2026		· Adult Print General	982.720 · Adult Print General	-18.32	18.32
Bill	99980893	10/26/2026		· Adult Print General	982.720 · Adult Print General	-28.05	28.05
Bill	97613418	10/26/2026		· Adult Print General	982.720 · Adult Print General	-17.25	17.25
TOTAL						-1,704.52	1,704.52
Bill P...	**30757**	**10/28/2026**	**Johnson Controls Building Sol...**	**ACCT 1348743 - 1-138915383406 - SERVER ROOM MINISPLIT ...**	**001.001 · CSB/Operations Checking**		**-2,582.74**
Bill	1-138915383406	10/26/2026		REPLACE PUMP ON SERVER ROOM MINISPLIT	803.010 · Maint Svc Contingency	-2,582.74	2,582.74
TOTAL						-2,582.74	2,582.74
Bill P...	**30758**	**10/28/2026**	**Midwest Tape**		**001.001 · CSB/Operations Checking**		**-353.31**
Bill	509522206	10/26/2026		OCT DVDs	982.480 · Youth Video DVD	-14.99	14.99
Bill	509558518	10/26/2026		OCT DVDs	982.480 · Youth Video DVD	-25.49	25.49
Bill	509558515	10/26/2026		OCT BOC	982.120 · Adult Books on Disc	-9.99	9.99
Bill	509558516	10/26/2026		AUG-NOV CDs	982.420 · Music on CD	-55.45	55.45
Bill	509558519	10/26/2026		OCT FEATURE DVDs	982.460 · DVD Feature	-170.18	170.18
Bill	509449055	10/28/2026		SEPT FEATURE	982.460 · DVD Feature	-32.23	32.23
Bill	509489212	10/28/2026		SEPT FEATURE	982.460 · DVD Feature	-22.49	22.49
Bill	509522205	10/28/2026		SEPT FEATURE	982.460 · DVD Feature	-22.49	22.49
TOTAL						-353.31	353.31
Bill P...	**30759**	**10/28/2026**	**PLAYAWAY PRODUCTS**	**552545**	**001.001 · CSB/Operations Checking**		**-760.69**
Bill	552545	10/26/2026		LAUNCHPAD AND WONDERBOOKS	982.485 · Playaway Views	-760.69	760.69
TOTAL						-760.69	760.69
Bill P...	**30760**	**10/28/2026**	**PRODUCTION ASSETS LLC**	**2026 STAGE AT ROBIN HILLS FOR SONGFEST**	**001.001 · CSB/Operations Checking**		**-500.00**
Bill	20261028	10/28/2026		2026 SONGFEST STAGE RENTAL (per text) ref inv 111328-2026	884.411 · Songfest	-500.00	500.00
TOTAL						-500.00	500.00
Bill P...	**30761**	**10/28/2026**	**RK Studios**	**10/22/2026 LETTER - $487.50**	**001.001 · CSB/Operations Checking**		**-487.50**
Bill	26-4245-VK	10/26/2026		SONGFEST 2026	880.522 · Photography Services	-487.50	487.50
TOTAL						-487.50	487.50
Bill P...	**30762**	**10/28/2026**	**SANGOMA US INC**	**CI238570 - 09/26 - 11/25/2026**	**001.001 · CSB/Operations Checking**		**-490.90**
Bill	CI238570	10/27/2026		NOV	850.120 · Telephone	-490.90	490.90

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-490.90	490.90
Bill P...	**30763**	**10/28/2026**	**The Library Network**		**001.001 · CSB/Operations Checking**		**-12,458.45**
Bill	78540	10/26/2026		CONSUMER REPORTS DATABASE RENEWAL	982.410 · Electronic Products/Subs	-1,019.00	1,019.00
Bill	78492	10/28/2026		SAS - BASIC FEE OCT26 - DEC26	965.200 · Shared Automation System	-6,455.46	6,455.46
				SAS - CIRCULATION CHARGES OCT26 - DEC26	965.200 · Shared Automation System	-3,516.51	3,516.51
				SAS - ITEM LINKED CHARGES OCT26 - DEC26	965.100 · Bibliographic Database	-1,467.48	1,467.48
TOTAL						-12,458.45	12,458.45
Bill P...	**30764**	**10/28/2026**	**UNIVERSITY OFFICE TECHNO...**	**599038020- ACCT #1624667 - SITE 5597587**	**001.001 · CSB/Operations Checking**		**-790.23**
Bill	599038020	10/26/2026		PUBLIC COPIER LEASE - 10/01/26 -10/31/26	803.101 · Public Copier	-241.82	241.82
				STAFF COPIER LEASE - 10/01/26 -10/31/26	803.102 · Staff Copier	-437.18	437.18
				SMALL PRINTER MAINTENANCE - 10/01/26 -10/31/26	803.103 · Small Printer Maintenance	-111.23	111.23
TOTAL						-790.23	790.23
Bill P...	**30765**	**10/28/2026**	**Whitmarsh, Susan**	**09/29/2026 WALKING MEDITATION AND OUTDOOR MANDAL...**	**001.001 · CSB/Operations Checking**		**-200.00**
Bill	26-1047-CS	10/26/2026		09/29/2026 WALKING MEDITATION AND OUTDOOR MANDALA...	884.119 · General Adult Events	-200.00	200.00
TOTAL						-200.00	200.00
Bill P...	**30766**	**10/29/2026**	**OLCOTT, CYNTHIA**	**39216008672393 - FOUND BOOK, REIMBURSEMENT**	**001.001 · CSB/Operations Checking**		**-36.99**
Bill	26-5061-AZ	10/29/2026		FOUND BOOK, REIMBURSEMENT	982.710 · Adult Large Print	-36.99	36.99
TOTAL						-36.99	36.99
Bill P...	**30767**	**10/29/2026**	**THE CREATURE CONSERVAN...**	**INV. 2510 , 11/11/26 YOUTH PROGRAM, CREATURES IN THE ...**	**001.001 · CSB/Operations Checking**		**-450.00**
Bill	INV 2510 PO 26-0523	10/29/2026		11/11/26 YOUTH PROGRAM, CREATURES IN THE COMMUNITY	884.212 · General Youth Programs	-450.00	450.00
TOTAL						-450.00	450.00
Bill P...	**ACH10152026**	**10/15/2026**	**EMPOWER**	**PAYROLL #21 - 09/27/26 - 10/10/26 PAID 10/16/26 - ACH PAID ...**	**001.001 · CSB/Operations Checking**		**-6,807.39**
Bill	20260927	10/13/2026		PAYROLL #21 - 09/27/26 - 10/10/26 PAID 10/16/26 - ACH PAID ...	231.002 · Payroll Lia/401A MtchER	-2,009.20	2,009.20
				PAYROLL #21 - 09/27/26 - 10/10/26 PAID 10/16/26 - ACH PAID ...	702.300 · Per Svcs - Retrmnt - EE	-3,029.71	3,029.71
				PAYROLL #21 - 09/27/26 - 10/10/26 PAID 10/16/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				PAYROLL #21 - 09/27/26 - 10/10/26 PAID 10/16/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe Ben/Roth	-869.56	869.56
TOTAL						-6,807.39	6,807.39
Bill P...	**ACH10162026**	**10/15/2026**	**CHELSEA HEARTH AND FIREP...**	**INV 29561, $2800. 50% DUE AT CONTRACT, REM AT COMPL...**	**001.001 · CSB/Operations Checking**		**-1,400.00**
Bill	29561	10/15/2026		CHIMNEY CHASE COVER REPLACEMENT - 50% DOWN AND ...	980.130 · CAPITAL EXP - SPECIAL PROJEC...	-1,400.00	1,400.00
TOTAL						-1,400.00	1,400.00
Bill P...	**ACH10282026**	**10/27/2026**	**EMPOWER**	**PAYROLL #22 - 10/11/26 - 10/24/26 PAID 10/30/26 - ACH PAID ...**	**001.001 · CSB/Operations Checking**		**-6,961.31**
Bill	20261011	10/27/2026		PAYROLL #22 - 10/11/26 - 10/24/26 PAID 10/30/26 - ACH PAID ...	231.002 · Payroll Lia/401A MtchER	-2,009.20	2,009.20
				PAYROLL #22 - 10/11/26 - 10/24/26 PAID 10/30/26 - ACH PAID ...	702.300 · Per Svcs - Retrmnt - EE	-2,933.51	2,933.51
				PAYROLL #22 - 10/11/26 - 10/24/26 PAID 10/30/26 - ACH PAID ...	710.500 · Per Svcs - Fringe B ER	-898.92	898.92
				PAYROLL #22 - 10/11/26 - 10/24/26 PAID 10/30/26 - ACH PAID ...	702.303 · Per Svcs - EE - Fringe Ben/Roth	-1,119.68	1,119.68

Chelsea District Library
Monthly Check Register
October 2026

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-6,961.31	6,961.31

Chelsea District Library
Donation and Restricted
January through December 2026

	Jan - Oct 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	680	20
674.101 · Designated Youth Collection	250	250	0
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	8,500	5,500	3,000
674.113 · Designated Exhibits Programming	2,000	2,000	0
674.120 · Undesignated Donation	14,706	14,490	216
674.141 · Designated Technology	5,000	5,000	0
674.143 · Designated Maintenance	100	100	0
674.150 · Continuing Education Restricted	950	950	0
674.500 · Mobile CDL	0	250	(250)
Total 674.000 · Revenue Contribution & Donation	44,506	41,770	2,736
Total Income	46,183	41,770	4,413
Gross Profit	46,183	41,770	4,413
Expense			
850.000 · Telecommunications			
850.900 · Telecom-Restricted Gifts			
850.910 · WIFI Hot Spots - Restricted	1,200	3,000	(1,800)
Total 850.900 · Telecom-Restricted Gifts	1,200	3,000	(1,800)
Total 850.000 · Telecommunications	1,200	3,000	(1,800)
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			
884.927 · Adult Prog Rest Gifts SRP	750	750	0
Total 884.120 · Adult Supplies	750	750	0
884.210 · Youth Speakers			
884.211 · Authors in Chelsea			
884.921 · Youth Prog Rest Gifts Authors	2,000	2,000	0
Total 884.211 · Authors in Chelsea	2,000	2,000	0

Chelsea District Library
Donation and Restricted
January through December 2026

	Jan - Oct 26	Budget	$ Over Budget
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	3,750	3,750	0
Total 884.226 · Summer Reading	3,750	3,750	0
Total 884.220 · Youth Supplies	3,750	3,750	0
884.400 · Music Focus			
884.961 · Songfest - Restricted Gift	2,173	2,000	173
884.962 · Music in the Air - Restricted	10,000	10,000	0
Total 884.400 · Music Focus	12,173	12,000	173
884.500 · Artist In Residence			
884.970 · Artist in Resdience Restricted	1,000	1,000	0
Total 884.500 · Artist In Residence	1,000	1,000	0
Total 884.000 · Programming	21,334	23,500	(2,166)
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	400	680	(280)
982.920 · Youth Collection Restricted	32	250	(218)
Total 982.000 · Collection Expense	432	1,230	(798)
Total Expense	23,437	28,680	(5,243)
Net Ordinary Income	22,746	13,090	9,656
Net Income	**22,746**	**13,090**	**9,656**

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	2,508,506	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	611	0	0	5,300	4,000	1,300	133%
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	15	0	0	404			
665.100 · Investment Gains/Losses	4,746	11,656	5,501	11,289	10,624	9,219	8,319	10,464	7,772	9,545	0	0	89,135	70,000	19,135	127%
669.000 · Investment Value Change	(785)	319	(2,339)	(255)	(540)	(657)	(132)	171	(2,245)	1,111	0	0	(5,352)			
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	9,641	2,500	0	42,506	41,770	736	102%
Total Income	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	21,149	6,104	20,953	2,500	0	2,758,105	2,716,555	41,550	102%
Gross Profit	1,248,263	622,598	590,110	81,820	20,637	103,463	40,508	21,149	6,104	20,953	2,500	0	2,758,105	2,716,555	41,550	102%
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	170,305	50,920	0	1,308,485	1,530,647	(222,162)	85%
727.000 · Supplies	1,173	281	2,388	1,610	661	1,025	2,460	1,032	1,792	8,251	0	0	20,673	24,450	(3,777)	85%
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	9	0	0	823	7,550	(6,727)	11%
758.000 · FUEL - DIESEL	33	36	0	0	74	93	0	210	81	73	0	0	600	750	(150)	80%
801.000 · Professional & Contractual Svcs	2,363	2,710	21,886	2,402	6,809	2,676	4,469	3,967	6,867	3,316	223	0	57,688	144,259	(86,571)	40%
802.000 · Admin-Fees & Misc Costs	55	39	578	113	63	40	45	40	72	62	35	0	1,142	1,540	(398)	74%
803.000 · Maintenance Service Contracts	19,057	9,819	17,262	23,134	6,626	15,193	17,506	7,585	11,165	11,803	0	(8,148)	131,002	192,889	(61,887)	68%
850.000 · Telecommunications	(3,554)	1,337	2,264	1,893	1,723	942	3,593	1,436	3,812	733	0	0	14,179	44,500	(30,321)	32%
880.000 · Promotional Materials	6,715	12,776	5,262	8,000	8,586	4,237	2,792	13,568	2,385	8,567	0	0	72,888	91,100	(18,212)	80%
884.000 · Programming	28,901	12,032	15,688	25,097	6,444	11,695	12,347	11,881	5,897	7,066	0	0	137,048	163,365	(26,317)	84%
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	11,439	0	0	48,115	55,070	(6,955)	87%
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	4,007	64	0	29,384	58,515	(29,131)	50%
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	7,800	0	0	46,584	112,210	(65,626)	42%
982.000 · Collection Expense	8,851	11,757	54,942	20,505	18,108	26,025	37,536	13,798	13,668	16,358	0	0	221,548	286,674	(65,126)	77%
991.004 · Debt Principal - Leases GASB87	0	0	0	0	0	0	0	0	0	0	0	7,872	7,872	8,400	(528)	94%
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	276	276	0	276	100%
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	176,661	261,299	51,242	0	2,196,797	2,868,825	(672,028)	77%
Net Ordinary Income	1,095,230	427,513	284,673	(100,096)	(212,605)	(86,881)	(199,395)	(187,486)	(170,557)	(240,346)	(48,742)	0	561,308	(152,270)	713,578	
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)	(170,557)	(240,346)	(48,742)	0	561,308	(152,270)	713,578	

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	5,301.04	4,873.97	427.07	8.76%
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	405.57	539.99	-134.42	-24.89%
665.100 · Investment Gains/Losses	89,134.35	104,268.40	-15,134.05	-14.52%
669.000 · Investment Value Change	-5,352.09	6,047.40	-11,399.49	-188.5%
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	42,506.00	69,534.68	-27,028.68	-38.87%
Total Income	2,758,106.19	2,694,158.03	63,948.16	2.37%
Gross Profit	2,758,106.19	2,694,158.03	63,948.16	2.37%
Expense				
701.000 · Personnel Svcs Control Acct	1,308,485.19	1,369,314.82	-60,829.63	-4.44%
727.000 · Supplies	20,673.70	14,089.17	6,584.53	46.74%
731.000 · Other Svc - Postage	1,305.96	923.08	382.88	41.48%
732.000 · Supplies-Maintenance	824.31	2,328.94	-1,504.63	-64.61%
758.000 · FUEL - DIESEL	600.63	327.12	273.51	83.61%
801.000 · Professional & Contractual Svcs	57,688.84	60,721.55	-3,032.71	-4.99%
802.000 · Admin-Fees & Misc Costs	1,141.18	940.11	201.07	21.39%
803.000 · Maintenance Service Contracts	131,002.49	155,682.69	-24,680.20	-15.85%
850.000 · Telecommunications	14,178.13	31,946.59	-17,768.46	-55.62%
880.000 · Promotional Materials	72,888.08	78,922.55	-6,034.47	-7.65%
884.000 · Programming	137,049.75	151,994.56	-14,944.81	-9.83%
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	48,115.84	46,890.26	1,225.58	2.61%
966.000 · Insurance	7,292.00	25,116.00	-17,824.00	-70.97%
967.000 · Equipment	29,383.28	45,149.48	-15,766.20	-34.92%
969.000 · CE, Staff Development & Travel	17,001.37	24,399.52	-7,398.15	-30.32%
970.000 · Capital Expense 980.00	46,583.80	200,184.66	-153,600.86	-76.73%
982.000 · Collection Expense	221,548.10	248,776.18	-27,228.08	-10.95%
991.004 · Debt Principal - Leases GASB87	7,872.00	7,650.00	222.00	2.9%
991.450 · DEBT PRINCIPAL - GASB96 SBITA	0.00	2,937.00	-2,937.00	-100.0%
994.000 · Debt Interest - GASB87	276.00	498.00	-222.00	-44.58%
994.450 · DEBT INTEREST - GASB96 SBITA	0.00	716.00	-716.00	-100.0%
Total Expense	2,196,803.34	2,552,510.17	-355,706.83	-13.94%
Net Ordinary Income	561,302.85	141,647.86	419,654.99	
Net Income	**561,302.85**	**141,647.86**	**419,654.99**	

7.0

CHELSEA DISTRICT LIBRARY

Fund Balances

October 31, 2026

		Beginning Balance	Net Change	Ending Balance
General Fund				
LOCAL BANKS BALANCES				
Checking Account/ Chelsea State Bank	001.001	$201,337.99	-$31,282.66	$170,055.33
Paypal Account	003.002	$0.00	$470.00	$470.00
Cash on Hand		$201,337.99	**-$30,812.66**	**$170,525.33**
Ameriprise Account				
MMF - Interest and earnings	017.003	$2,338,882.44	9,544.55	$2,148,426.99
MMF - Deposits and withdrawls	017.003	$0.00	-$200,000.00	
Fixed Income Fund	017.004	$303,296.83	$1,111.37	$304,408.20
Investment Partners Total		**$2,642,179.27**	**-$189,344.08**	**$2,452,835.19**
Total General Fund		**$2,843,517.26**	**-$220,156.74**	**$2,623,360.52**

8.1

Ameriprise October 31, 2026

Account no. 0000-4823-9221-4

GL ACCOUNTS - 017.003, 017.004, 666.100, 666.500

	Beginning Balance	Transfers from operating account	Interest	Change in Value	Transfers to operating account	Ending balance*
12/31/25						$2,069,052.93
01/31/26	$2,069,052.93	$600,000.00	$4,746.10	-$785.19	$0.00	$2,673,013.84
02/29/26	$2,673,013.84	$500,000.00	$11,656.04	$318.60	$0.00	$3,184,988.48
03/31/26	$3,184,988.48	$400,000.00	$5,501.38	-$2,339.47	$0.00	$3,588,150.39
04/30/26	$3,588,150.39	$0.00	$11,288.73	-$254.69	$0.00	$3,599,184.43
05/31/26	$3,599,184.43	$0.00	$10,623.84	-$539.81	-$200,000.00	$3,409,268.46
06/30/26	$3,409,268.46	$0.00	$9,218.74	-$657.13	-$200,000.00	$3,217,830.07
07/31/26	$3,217,830.07	$0.00	$8,318.93	-$132.00	-$200,000.00	$3,026,017.00
08/31/26	$3,026,017.00	$0.00	$10,463.55	$171.40	-$200,000.00	$2,836,651.95
09/30/26	$2,836,651.95	$0.00	$7,772.49	-$2,245.17	-$200,000.00	$2,642,179.27
10/31/26	$2,642,179.27	$0.00	$9,544.55	$1,111.37	-$200,000.00	$2,452,835.19
11/30/26	$2,452,835.19	$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	$89,134.35	-$5,352.09	-$1,200,000.00	
	YTD 017.003 + 017.004	(+) = in.	YTD 665.100	YTD 669.000	to operating account	017.003+017.004

DIRECTOR'S REPORT

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

Staff Announcements

Staff Work Anniversaries in November

- Head of Technology Brandon Leffler, one-year anniversary on November 10
- Technology Librarian Matt Jensen, six-year anniversary on November 30

Congratulations to you both and thank you for all you bring to the CDL community!

Legislation News

One of the bills to be considered in the lame duck session in the Capitol is Senate Bill 271. This bill, if passed, would amend the Open Meetings Act to allow for members of public bodies to attend meetings of that public body remotely.

I believe CDL's board is considered a **Class B** public body (Class A public bodies are elected to serve) because the board has legislative powers, taxing or spending authority, disciplinary powers, or jurisdiction over citizen issues, appeals, or reviews. Points of interest from the bill:

The proposed bill would require a meeting of a Class B public body to be held in a physical place which at least a third of the public body's members would have to attend in person...

...(t)he bill would allow a member attending a meeting of a Class B public body remotely to fully participate in all discussions, deliberations, and decisions, including any vote taken. This provision would apply to open and closed meetings. A remote participant of a Class B body could not fully participate in an agenda item if the remote participant did not maintain two-way communication with everyone attending the meeting throughout the public body's consideration of the agenda item.

There is other language in the bill regarding remote public participation. I will share with the board upon request. We will keep our eyes and ears open to see how this bill progresses.

Community Conversation on Housing Insecurity

On October 7, CDL convened a breakfast meeting of stakeholders to discuss housing insecurity in the Chelsea community. The turnout was remarkable. The room was filled with dedicated community leaders and good conversation. I have attached the highlights of this meeting to this report.

IE Changes

Last month, we closed the Ingenuity Engine for a few days to review operations, reorganize the space and ensure its OSHA compliance, and strategize ways to continue to optimize this remarkable resource to deliver on our mission and strategic plan.

This effort was led by Head of Technology Brandon Leffler. He enthusiastically approached the task, incorporating ideas, design, and procedures learned in recent training sessions and in consultation with Matt, Stacey, and Amelia.

Stop by the IE to see how that space is being reconfigured. And stand by for updates to the IE's operations as they develop.

Upcoming Events

- That Thursday Thing: Oreo Taste Test– November 19
- Author Visit with Bonnie Jo Campbell – December 1
- Helping Hands Teen Supply Drive – starting December 1
- Nutcracker Ballet Storytime – December 3
- Friends Pop-up Jewelry and Handbag Sale – December 5
- Volunteer Appreciation Party– December 5

Strategic Plan 2024-28 Progress in October 2026

1.1 Provide a welcoming place for all

- Participated in trunk-or-treats at St. Louis Center, ATA Martial Arts, and St.Mary's Church
- Review of the IE

1.2 Elevate the library as a location for community building

- Hosted annual Song Fest

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

- Convened community conversation on homelessness to share experiences and resources with other civic and faith organizations

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

- Gave library tour to 18 members of Chelsea area women's service group
- Participated in Chelsea Senior Center Wellness Fair

2.1 Plan for staff succession & cultivate future library leaders

- Future Assistant Director Krueger attended training sessions on Creating a Peron Centered Library and Leading Safer, Healthier Workplaces

2.2 Green the Library

- Hosted a Halloween Costume Exchange

Out and About: Meetings/Activities Attended October 2026

- Convened community stakeholders in a breakfast conversation on housing insecurity in the Chelsea area – October 7
- Met with Dexter District LibraryDirector Paul McCann to discuss future collaboration – October 7
- Attended Chelsea Area Chamber quarterly breakfast – October 8
- Song Fest – October 15
- Rotary meeting– October 20 & 27
- Attended YESA (Youth Employment Standards Act) webinar – October 21
- Trunk-or-treat at St. Louis Center – October 21
- Trunk-or-treat at St. Mary's – October 30

Dexter
7651 Dan Hoey
Dexter, MI 48130
734-426-7002

www.faithinaction1.org

Chelsea
603 S. Main Street
Chelsea, MI 48118
734-475-3305
734-475-3136 FAX

Housing Resource Guide

In need of housing or shelter right away?

Housing Access for Washtenaw County (HAWC): (734) 961-1999
HAWC is Washtenaw County's central intake for people experiencing homelessness or at risk of becoming homeless. They connect individuals and families with emergency shelter, housing programs, homelessness prevention, and other housing resources.

United Way 2-1-1: Call 211
A free, confidential service that connects individuals and families with local resources, including emergency shelter, housing assistance, utility assistance, food, transportation, and other community services. If you are unsure where to start, **call 211** and they can help identify resources in your area.

EMERGENCY SHELTERS:

Robert J. Delonis Center / Shelter Association of Washtenaw County

(734) 662-2829

312 W. Huron St., Ann Arbor, MI 48103

Emergency shelter for adults experiencing homelessness.

Interfaith Hospitality Network at Alpha House

(734) 822-0220

4290 Jackson Rd., Ann Arbor, MI 48103

Emergency shelter for families experiencing homelessness.

SafeHouse Center

(734) 995-5444 — 24-Hour Helpline

4100 Clark Rd., Ann Arbor, MI 48105

Emergency shelter for survivors of domestic violence and sexual assault.

DAYTIME WINTER WARMING CENTERS

Warming centers are seasonal and may have different hours or availability depending on weather conditions. Please call ahead or check the current schedule before traveling.

Chelsea District Library

(734) 475-8732

221 S. Main St., Chelsea, MI 48118

Daytime warming location during winter weather events. Regular library hours may apply.

Dexter District Library

(734) 426-4477

3255 Alpine St., Dexter, MI 48130

Daytime warming location during winter weather events. Regular library hours may apply.

Grass Lake Branch – Jackson District Library

(517) 522-8211

130 W. Michigan Ave., Grass Lake, MI 49240

Ann Arbor & Ypsilanti Area

Ypsilanti Freighthouse
100 Market Pl., Ypsilanti, MI 48198
Mon. – Thurs., 8:00 AM – 6:00 PM
November 10, 2025 – March 26, 2026

Zion Lutheran Church
1510 W. Liberty St., Ann Arbor, MI 48103
Mon. – Fri., 8:00 AM – 3:00 PM
November 10 – November 21, 2025

First Presbyterian Church of Ann Arbor
1432 Washtenaw Ave., Ann Arbor, MI 48104
Mon. – Fri., 8:00 AM – 4:00 PM
December 8 – December 19, 2025

SUBSIDIZED HOUSING

Ann Arbor Housing Commission (AAHC)

Ann Arbor Housing Commission

727 Miller Ave., Ann Arbor, MI 48103
Phone: (734) 794-6720

AAHC provides affordable housing and rental assistance programs.

Programs include:

- Project-Based Vouchers
- Housing Choice Voucher / Section 8
- Affordable housing units
- Senior housing
- Other subsidized housing opportunities

Current waiting lists change frequently.

As of the latest information reviewed, several AAHC waiting lists were closed while some property-specific lists remained open. Applicants can create an online account to receive notifications when eligible waiting lists open.

Important: AAHC does **not** provide emergency housing assistance. If you are homeless or need shelter immediately, contact HAWC instead.

Jackson Housing Commission (JHC)

Jackson Housing Commission

301 Steward Ave., Building C, Jackson, MI 49201
Phone: (517) 400-1937

The Jackson Housing Commission provides affordable and public housing opportunities in Jackson.

JHC operates:

- Chalet Terrace
- Reed Manor
- Shahan Blackstone North
- Scattered-site housing

JHC also administers Housing Choice Voucher assistance in the Jackson area.

Note: Availability and waiting lists vary. Contact JHC directly for current application and waitlist information.

Michigan State Housing Development Authority (MSHDA)

MSHDA administers the Housing Choice Voucher program, commonly called **Section 8**, throughout Michigan.

Housing Choice Vouchers help eligible households pay rent in privately owned rental housing.

Important: Waiting lists open and close based on availability.

As of September 2026, MSHDA's statewide Housing Choice Voucher waiting list was **closed**. However, individual Project-Based Voucher developments may have separate waiting lists and openings.

Do not assume that a closed Section 8 waiting list means there are no affordable housing opportunities available. Property-specific subsidized housing lists may still be available.

Conversation on Housing Insecurity on 10/7/26 at 8:30 AM

Organizations present: Chelsea District Library, Faith in Action, Chelsea Hospital, City of Chelsea, Chelsea Area Chamber of Commerce, 5 Healthy Towns, Chelsea First Congregational Church, WAVE, Chelsea Human Rights Commission, Mutual Aid

Agenda

I. **Welcome (CDL)**

   a. **Background on why meeting was convened:** The increasing encounters that both Chelsea District Library and Faith in Action are experiencing with people looking for financial, food, and housing assistance, including people in Chelsea and Dexter who are living in cars, sleeping in vestibules, and in transient/insecure states of homelessness.

   b. **Role of the library:** Addressing homelessness isn't part of the library's mission (which is to engage, inspire, and equip through evolving services & resources). But creating a place where people can come together, share ideas, make connections, and have community conversations absolutely is. The library's role really is as a convener: we bring people together, create space for conversations that might not otherwise happen, and hopefully help connect people and ideas.

II. **Background on housing insecurity in our community (FIA)**
   a. Different types of homelessness and how it is counted. In January, 2026, Washtenaw County reported 461 individuals who were literally homeless. These are people who have no permanent shelter. It does not account for "hidden homeless" who might be living in basements, couch surfing, or other nontraditional housing.
   b. In addition to general scarcity of affordable housing available, the risk factors that cause homelessness include domestic violence, substance use, medical crises, and mental illness.
   c. In Chelsea schools, there are 18 students who do not have secure consistent housing. Faith in Action sees cases involving domestic violence as the primary cause of local unhoused individuals/families.

III. **Library's perspective (CDL)**
   a. In the past two years, library staff have seen a steady rise in the number of people coming in looking for help. Two concrete examples:
      i. Late fall of 2025 a young man came into the library on a Sunday afternoon. He had just entered our community for the first time and

needed to find shelter for the night. He had a backpack and nothing else and temperatures were dropping. There are no shelters in the Chelsea area, which means anyone without a place to stay needs to head toward Jackson or Ann Arbor for help. We called shelters in these areas without much success. Even if he had secured a place, unfortunately, public transportation is largely not available on a Sunday evening. HAWC, Housing Access for Washtenaw County, was unable to provide transportation. With no options library staff could identify, the young man slept outside.

ii. Throughout winter of 25-26, there was a gentleman who slept in the vestibule of the library. This resulted in public feedback and concerns for safety.

b. The library can help in the following ways:
    i. We are a warming and cooling center during our open hours, meaning that 7 days a week during the day people can find dry, temperature controlled, and safe places to sit, computers to use, and books to read.
    ii. We recently created a collection of books and resources we call the Community Care Collection. This collection includes free narcan, gun and bike locks, mental health books, and lists of community resources prepared by Emilee Fetters, our community social worker. Anyone can take these resources with no need to check them out or return them.
    iii. Our reference librarians keep lists of known organizations with food pantries, mental health services, public transportation, and housing.
c. The library's limitations:
    i. We need to balance services aimed at the unhoused with the needs of other members of our community. Those core services include things like providing safe places for children to develop a love of reading and literacy. Creating enriching workshops for senior citizens to continue life long learning. Having clean, comfortable seating for folks to work and study. These services can sometimes conflict.
    ii. We are open only during the day and cannot provide safe resting places after hours. When individuals do sleep outside on library property or in vestibules, other community members have reported feeling unsafe.
    iii. Our staff are trained information professionals, but they are not credentialed mental health counselors or social workers. The aid we can provide in the library is limited.

IV. Faith in Action's role in the community:

a. Provides resources to prevent homelessness and a safety net to keep people housed:

i. Food pantry with access to utensils and can openers, food that does not require cooking, kits to help with pet care, etc.
ii. Clothing room
iii. Personal care items
iv. Shower and laundry services for those who do not have regular access to these hygiene necessities.
v. Gift cards to local restaurants
vi. Occasional direct funding for hotel accommodations and public transportation tickets to assist individuals get to places where they have better support networks.
vii. Care managers who will help individuals connect with Housing Alliance of Washtenaw County (HAWC) & Avalon Housing

b. Faith in Action is not:
   i. Emergency shelter
   ii. Long term housing solution

V. Challenges that Chelsea District Library, Faith in Action, and City of Chelsea experience:

a. Availability of county resources outside of Ann Arbor and Ypsilanti
b. Lack of funding to develop alternative resources
c. Lack of emergency shelter
d. Lack of available public transportation to get individuals to existing shelters

VI. Current Washtenaw County Current Resources (see Housing Resource Guide attachment)

VII. Open Discussion Item 1: "What more can we do to address homelessness?"

a. Chelsea Mutual Aid - a newly formed grassroots group of neighbors who meet monthly and want to help. They have organized clothing and food drives to benefit Faith in Action and are a possible source of volunteers.
b. Chelsea Hospital is part of University of Michigan and Trinity Health systems. Is there grant funding opportunities to leverage from larger regional partners?
c. How much funding would Faith in Action need to better meet this growing need of people prior to becoming homeless?
d. Can faith organizations fill the role of temporary emergency shelter during winter? Discussion of the Freeze Shelter model used by churches around the country.
e. Can 5 Healthy Towns Foundation/One Big Thing/One Big Connection play a role to address this need?
f. Is there a model for WAVE to provide emergency rides? Review of current WAVE services.
g. Discussion of risks associated with providing more shelter opportunities - the community will see an increase in population needing shelter. How do you manage the risks associated with substance use, mental health disorders, and public safety?

VIII. Open Discussion Item 2: How can we, as a group, assist a known, unhoused, and trusted community member as we face another cold winter?

a. The library cannot be the answer
b. Hotels are also not an available option
c. What do you do when someone wants to live in the community, has personal and/or family ties in the community, and does not have means to commute from places where shelter is available (Ann Arbor/Jackson)?

IX. Next steps:

a. Faith in Action will pursue options for the individual referenced in discussion item 2.
b. There are three distinct needs to be addressed:
    i. Advocacy for Washtenaw County resources to reach the western reaches of the county
    ii. Fundraising to address the gap in funding caused by the increased need at Faith in Action.
    iii. Leadership and coordination of a group who can work with local faith communities and businesses to try to develop emergency cold weather shelter options.

Chelsea District Library
Assistant Director's Report
October 2026

Facility
HVAC- mini-split unit in the server room is up and running again. Johnson Controls has also done our fall hvac filter replacement (quarterly) and the Varicell heavy duty filters that require changing every 3-4 years. The boilers also get their annual CSD-1 service, so we are all set for winter weather.

Yard/landscaping- *update*-the last mowing has taken place but the fall clean-up will happen when most of the leaves have fallen. They will come back a second time to finish once the majority of the leaves are down. The sprinklers are off for the season.

Roofing- *update*- Chelsea Hearth and Fireplace has completed the chimney repair. They used a rubber-type product that won't rust and has a longer life. We shouldn't have to worry about it for another 20 years...maybe 30!

Fall projects- *update*- the cracks in the mortar joints on the front columns have been repaired. Fred found a few more cracks than I had identified and fixed them for no extras cost. Our annual fire alarm/sprinkler inspections were done this month; gutter and plumbing inspections take place in Nov/Dec.

HR
We have received both our health insurance and facility/liability insurance renewals. The liability coverage increased in the range I had been told to expect but the health insurance increased 14% against the expected 10%. Dental is up 7.38% and vision 2.56%, both within expected limits. Virginia will work with me to prepare this material for distribution to the staff. *Pending staff changes*- we have begun planning for office moves at the end of December. Four of us will be moving to new locations, all leaving the current desks where they are, so only moving some bookcases/storage racks will make things much easier.

Volunteers
This month we had 253.25 book sale hours and 77 non-book sale hours. That brings our total to 330.25 hours of volunteer service in October.

Budget
I spent many hours reviewing budget numbers and prepping the 2026 budget document for year-end projections, as well as calculating my own projections. The first round of expected carry-overs and line adjustments are in the packet this month. Any changes and the final board approval will happen in December.

Respectfully submitted, Linda Ballard, Assistant Director

October Highlights

- In October we hosted the annual Song Fest event. Stacey Comfort staffed this program in my stead and reports were that it was a resounding success. Patron responses were highly positive, with some reporting it was the best year yet.
- There was plenty of Halloween fun to be had at the library this month as well. Youth librarians hosted the traditional Halloween costume exchange, as well as a teen event for creating your own costumes from scratch. Families enjoyed trick or treating along the Storybook Trail, and adults took part once again in a Movie Murder Mystery event.
- October was a good month for literacy: our writing workshop series for kids and our writing workshop for adults were well received, while our book clubs maintained steady attendance.
- October was the final month for the exhibit, Backstage Hollywood. This was many staff members' favorite exhibit, and patrons responded equally enthusiastically.

Program Attendance

Intended Ages	# of Programs Offered (In-Person)	Attendees (In-Person)	Attendees (Virtual)
Early Literacy (approx. 0-5)	14	266	
Youth (approx. 6-12)	11	252	5
Teen (approx. 12-18)	7	142	
Adult	6	186	5
General	1	4	
Outreach & Awareness (non-Mobee)	14	797	
Mobee Visits	23	527	
Ingenuity Engine (All Ages)	2	12	
Total	**78**	**2186**	**10**

Ingenuity Engine One-One Appointment Stats

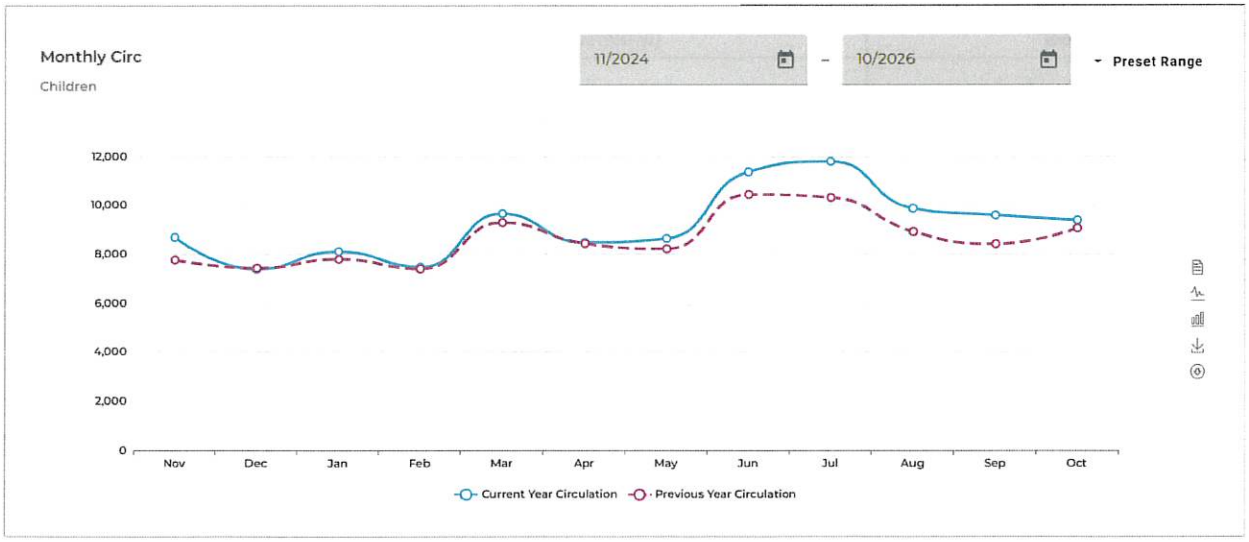
Number of Visits	28
Number of Unique Users	50

Reference, Collections, Deliveries, and Other

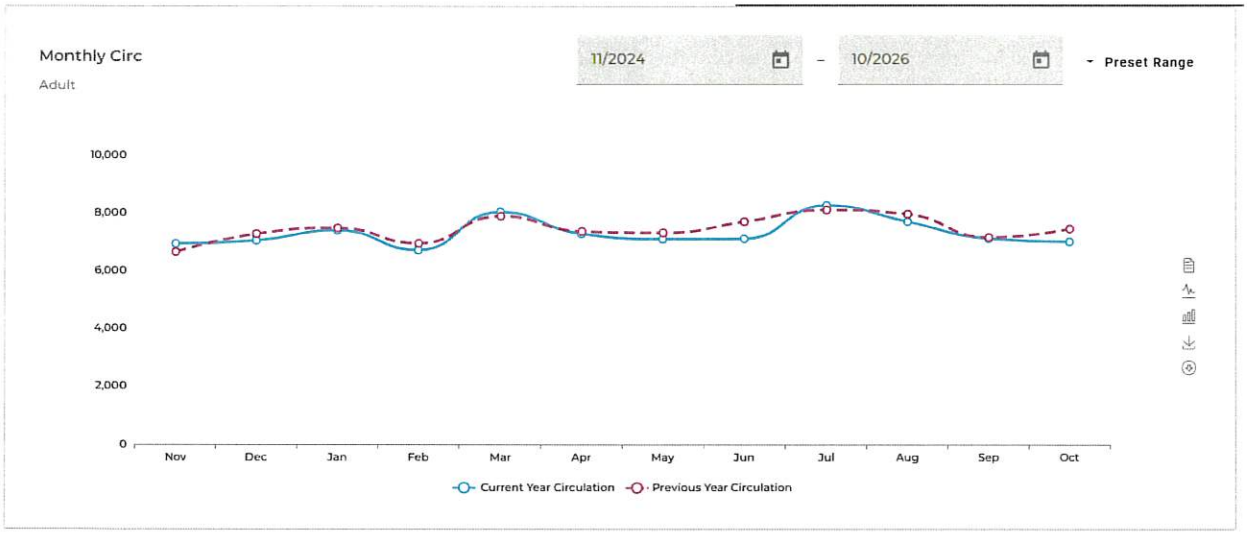
Services	Oct 26
Reference Questions	1,253
CDL Delivers & Deposit Book Deliveries	18

Collections:

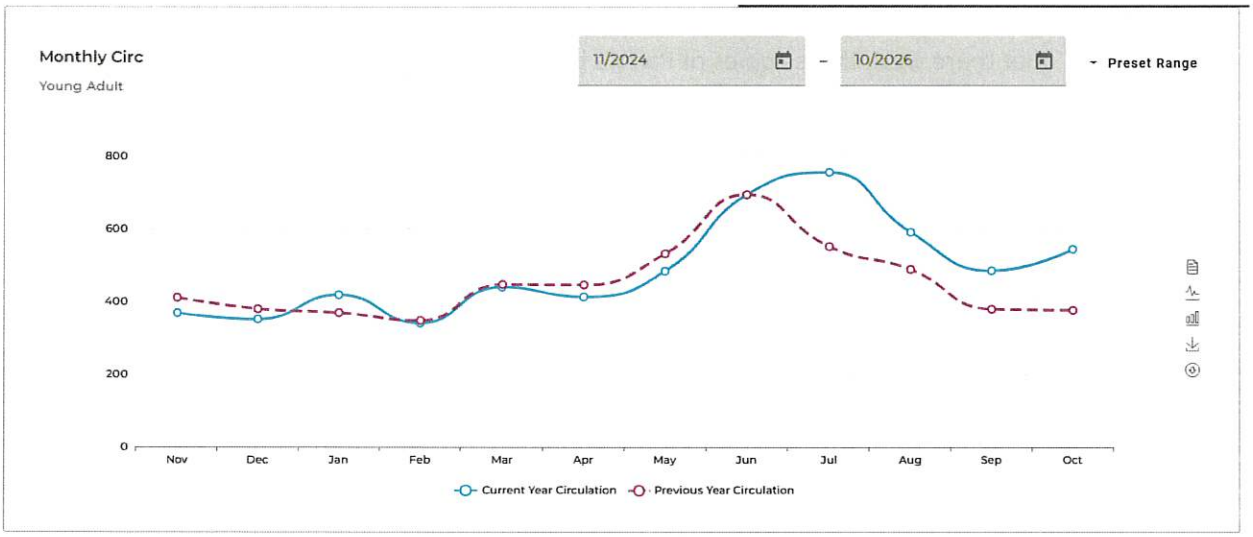
Circulation for Children's physical titles continues to exceed previous years, spiking during the summer months and continuing strong through fall. (The current year is represented by the blue line).



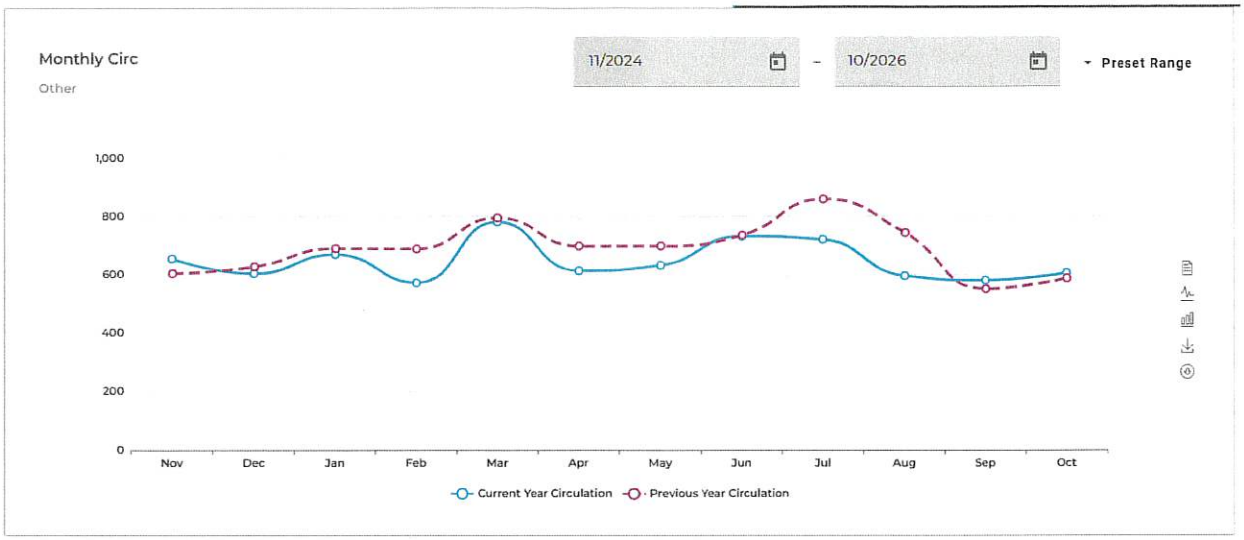
Circulation for adult physical titles decreased somewhat in October, but has remained fairly similar overall:



We've had a notable increase in circulation of teen physical titles in mid-Summer continuing through fall:



Our most dramatic decline is in media circulation. Audiobooks and streaming music continue to steadily replace Book on CDs and Music CDs, as expected.



Patron Feedback:

- This month we've had multiple patrons express excitement about the upcoming Authors in Chelsea author Roseanne Parry. One patron in particular told a librarian she was "over the moon" that there were three copies of Parry's books available for her daughter to borrow in advance of the visit.
- We had many comments from parents about the Halloween Costume exchange. One grandmother appreciated the sustainability element of the exchange, while another father expressed his appreciation for not having to purchase new costumes every year. And a third mother simply said "I'm so glad you guys do this!" A patron visiting from Ypsilanti said it was "a genius idea."

October Board Report

CIRCULATION TRANSACTIONS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
104577	Circulation of Children's Materials	9003	8356	10982	9332	9331	12669	13007	10836	10549	10512
81737	Circulation of NON-Children's Materials	8771	7974	9542	8362	7986	8448	9015	8764	8151	4724
19600	Website Sessions									9,600	10000
13759	Website Users									6572	7187
59611	Circulation of Electronic Materials (Total Downloads)	6875	6035	6586	6518	6672	6202	5404	4480	5432	5407
33229	AUDIO Downloads Total	3495	3188	3479	3584	4216	3627	2943	2346	3185	3166
20657	-- Audio: Overdrive	2304	2040	2296	2229	2482	2425	1726	1150	2002	2003
12572	-- Audio: Hoopla	1191	1148	1183	1355	1734	1202	1217	1196	1183	1163
6737	VIDEO Downloads Total	1035	942	1015	1042	452	452	529	425	362	483
5264	-- Video: Kanopy	860	832	900	912	312	271	342	262	200	373
1473	-- Video: Hoopla	175	110	115	130	140	181	187	163	162	110
19645	EBook Downloads Total	2345	1905	2092	1892	2004	2123	1932	1709	1885	1758
16809	-- Ebook: Overdrive	1960	1608	1770	1595	1731	1860	1662	1484	1630	1509
2836	-- Ebook: Hoopla	385	297	322	297	273	263	270	225	255	249

October Highlights:

Security vulnerabilities patched by Microsoft in their Monthly updates continues to remain high. Security updates are up 8x in 2026 (see below links). I recently sent out an all staff email asking employees to help with updates to Chrome and Microsoft by checking for updates weekly.

Latest 2026 Chrome Update Details

- **Zero-Day Flaw:** CVE-2026-125350 is a high-severity use-after-free vulnerability located in Chrome's XML component. It marks the eighth actively exploited zero-day patch issued by Google in 2026. [1]

Volume of Security Patches (CVEs): Microsoft's patch volume has increased significantly in 2026. For example, the July 2026 Patch Tuesday addressed over 600 patches (or 570+ vulnerabilities), and the November 2026 Patch Tuesday addressed over 1,200 security flaws/CVEs across Microsoft products. ***[Microsoft.com*[1]*]***

Eightfold Surge: For Microsoft-assigned CVEs in monthly releases (such as mid-year peaks), counts have spiked **nearly eightfold** compared to baseline years, driven partly by AI-assisted vulnerability discovery. ***[Microsoft.com[1]]***

Tasks:

- I've been cleaning up cables and organizing our networking equipment in the server rooms. I reduced the switches by two and ordered a new POE switch for out upstairs networking equipment.
- Writing new standard operating procedures (SOP) for All Makerspace equipment.
- Organizing and updating equipment in the Makerspace (Ingenuity Engine).
    - Added a 1 Micron air filtration system in IE room.
    - New workbenches and Storage being added in the next week.

Head of Marketing & Outreach Monthly Board Report
(October1–31, 2026): Respectfully submitted by Virginia Krueger

Marketing & Outreach Overview:

We hosted the ninth annual CDL Song Fest in October. This annual event dedicated to the art and craft of songwriting was a lively evening, attended by over 100 people, that some described as "the best ever." Song Fest is a unique library event, where the marketing and graphics get to be a little less library and a little more rock 'n roll. It draws a different audience from many library events. Music and songwriting are a unique form of storytelling that are approachable by even those who are not book lovers. By celebrating this art, we fulfill CDL's strategic plan initiative to elevate the library as a location for community building.

Outreach Overview:

October means more sports and trunk or treats for Mobee. Patrons continued to comment on how grateful they were at the sporting events with games for kids who were not active on the field. A retired Ann Arbor District Library librarian was at flag football with her grandkids and commented how great she thought our outreach was and that she saw so many kids with books on the sidelines. The trunk or treats this year seem to be waning in popularity as compared to last year. The St. Louis Center event was the best attended of the three in which we participated. One, hosted by the girl scouts, was canceled due to lack of volunteers to host trunks. We will keep this in mind as we evaluate Mobee events next fall.

Laura Brown attended virtual sessions for the 2026 ABOS conference in preparation for her new role as outreach librarian. The following are the sessions she viewed and her 3-2-1 assessment:
Bringing Play to Adult Services Programming: It's Not Just for Kids
Melissa Cast-Brede Associate Professor, University of Nebraska Omaha

Center Your Community: Find Your Why, Map Your Assets, and Amplify
Katy Hite Adult Services Consultant, State Library of Ohio
Janet Ingraham Dwyer Library Consultant, State Library of Ohio

Data, Demographics, and Decisions: Choosing Community Partnerships with Intention
Craig Buno Community Engagement Manager, Kent District Library

Designing for the Edge: Inclusive Play in Outreach Spaces Through Scalable TTRPGs
Lex Lower Youth Librarian, Common Quest Creative and Kansas City Public Library

Engaging Your Community with Citizen Science
Marcia Siehr Head of Outreach, Programs & Education, Kenosha Public Library

Feed Them First: Culinary Programs and Community Gardens as Outreach
Bette Lopreste Branch Manager, Librarian III, Jefferson Parish Library

Find the "Yes": Building Purposeful Community Partnerships
Lindsay Brandon-Smith Community Engagement Manager, Ashland Public Library, Ohio

From Access to Opportunity: Inclusive Outreach in Libraries
Jordan McNamee Outreach Librarian, Geneva Public Library District

From Ad Hoc to Aligned: Formalizing Community Partnerships for Greater Impact
Sarah Anderson Program & Outreach Manager, Charles County Public Library

Let's Talk About Dementia: How Pop Culture and Family Connections Can Help Build Understanding and Enhance Senior Services
Carolyn Boyer Outreach Services Assistant Manager, Fountaindale Public Library

Perceived vs. Actual Need: How to say "no" and why it's necessary
Minda McGurk City of Aurora Library and Cultural Services
Caroline Kuharski Special Events and Outreach Coordinator, City of Aurora Library and Cultural Services
Juliet Sikorski Library Outreach and Events Coordinator, City of Aurora Library and Cultural Services

Special Olympics Young Athletes Collaboration: Ready-made Accessible, Community Engagement
Grace Schermerhorn Outreach Librarian, Iredell County Public Library

Transforming Senior Outreach with "Words and Memories"
Allan Kleiman Director, Edison Public Library

Underheard Voices Memory Lane: Where Every Memory Has a Story
Holly Lilly Community Engagement Outreach Coordinator, Ashland Public Library

We Can't Go to Everything: A Data-Driven Approach to Community Events
Ruby Smart Chillicothe and Ross Co Public Library
Courtney Lewis Communications & Marketing Manager, Chillicothe and Ross Co Public Library

Three things that wowed Laura:

1. Libraries are intentionally shaping their outreach, not blindly saying yes to everything or participating without the qualitative and quantitative data to back it up. This involves developing tools such as scalable rubrics or score cards before the outreach is agreed upon. Intentional outreach is about doing what is best for the community, not what one individual may want.

2. The presentation, Feed Them First: Culinary Programs and Community Gardens as Outreach. This session depicted how a library outside of New Orleans created an entirely new library culture and beyond just by switching up a program one day. It demonstrated the power of librarianship and how it can positively affect communities. It was presented at ALA and the Louisiana State Library Conference, as well.

3. From the session, Center Your Community: Find Your Why, Map Your Assets, and Amplify
Start with your WHY before planning any summer reading programs, events, or calendars. Why does your library offer summer services at all? That simple question lays the foundation for

everything that comes next. It's what helps you make intentional decisions instead of defaulting to the way things have always been done. And ideally, that purpose reflects community needs, values, and goals, especially for those who are often left out of library planning.

Two Things Laura Will Focus on for Future Implementation:

1. Boundaries. It's ok to say no, and several library presentations echoed this sentiment. One presentation spent 15 minutes talking about staff burnout from doing too many programs. We need to move from being reactive and in survival mode to building an intentional and sustainable outreach strategy.

2. I was inspired by the presentation, Engaging Your Community with Citizen Science . The Kenosha Public Library annually chooses a science project where its community collects data to help scientists and/or their community. This would be a hit with our patrons, many who are intellectually curious.

One Thing Laura Will Implement Immediately:

1. When I receive a Mobee requested hold, I will put it directly on the vehicle in a newly created holds location. So whomever is driving to the affected stop, they can give it to the patron. This is in response to Everett not always being on every Mobee stop.

I look forward to working with Laura to thoughtfully expand our community outreach in the coming year. We had a very positive meeting with a memory care program manager at Towsley Village and Laura will be working to implement a weekly reading outreach with residents and volunteers beginning in January there.

Technology Outreach:

Everett helped fourteen patrons with technology needs in October. Help requests included help scheduling appointments online, iOS device help, Android help, password management help, photo backup, and more. Internally, Everett worked with Brandon on a technology inventory of staff devices, assisted staff with PTO tracking automated emails, and fixed a keyboard issue.

I spent time evaluating Everett's use of time in the full year since his employment with Chelsea Senior Center ended and met with Everett to discuss it. We agreed he consistently has time available in his schedule, so I am working with Brandon to revise Everett's job description to give him time with patron-facing help in the Ingenuity Engine. His training begins the first week of November and will hopefully result in expanded open hours for this popular space.

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	9,001
October	5	4,711	55%	21,148	10,833
Totals	**44**	**4,711**	**Avg. 56%**	**182,810**	**95,578**

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
October	4,251	814	49,600	1,305	124	9,400

Google Advertising:
Google ads continue to contribute significantly to our website traffic and we are maximising the Google ad grant for nonprofits. Our Google Ad Grant Manager, Koios, provided an October 2025–October 2026 snapshot of ad grant performance:

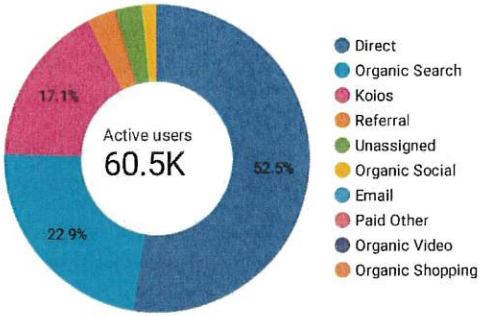
Koios Snapshot

Oct 14, 2025 - Oct 13, 2026

Grant Spent (USD): $112,673.00

The amount Koios spent on your behalf in the snapshot period

Website:



Google Analytics 4 Active Users

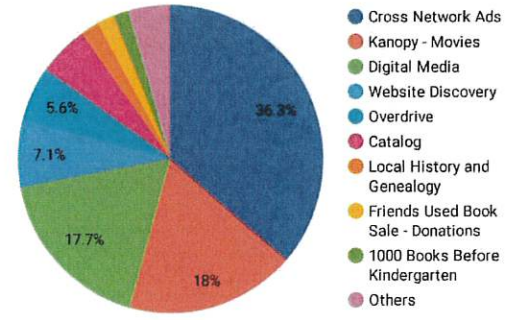
Impressions
159,903

The number of times Google showed your ads.

Clicks
13,874

The number of times your ads were clicked, bringing visitors to your website.

Top campaigns:



These campaigns promote key programs and resources on your website.

All conv.
11,471

Visitors who took action on your site after clicking on an ad

Koios

Koios brings new visitors to your website, reports on website traffic, and exposes your catalog to online searches.

Below is the monthly performance in 2026:

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
October	$9,950.74	15,290	1,193	19.5%	Cross Network Ads, Website Discovery, Digital Media, 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
October	50	8	7	6	7	21	10	109
2026 Totals	**568**	**417**	**286**	**107**	**89**	**380**	**945**	**2,272**

Other miscellaneous duties:

- Participated in community breakfast to discuss housing insecurity in Chelsea
- Staffed the CSC Wellness Fair, four flag football Mobee stops, a Library Connections Day at Chelsea Senior Center, one Dancey House Mobee stop, one Silver Maples Mobee stop, two trunk or treats, and gave a library tour to the Chelsea Area Women's Service group.
- Attended the Chamber of Commerce quarterly business breakfast
- Coordinated with Laura to present Reading2Connect at Towsley Village
- Collaborated with management team to address internal staff scheduling systems
- Attended webinars on minimum wage for 2027, youth employment, and Creating a Person-Centered Library: Supporting High-Needs Patrons While Caring for Staff.
- Created Election/Campaign memorabilia display with items from a patron and staff
- Attended kickoff meeting for JSTOR archival platform to ensure branding on the site.
- Completed 2026 budget projections

Circulation Supervisor's Report
October 2026

- Circulation 21012 in October

- Patron Count- 11469 for October

- Circulation by township- for October:
  - Dexter = 8% of total transactions
  - Lima = 9% of transactions
  - Lyndon =10% of transactions
  - Sylvan = 19% of transactions
  - Chelsea = 39% of transactions

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

  Libby = 4414 Hoopla = 11755 Kanopy =355

- Registrations for October – 95 new cards; 7479 total card holders
  *Dexter = 978 cards; Lima = 759 cards; Lyndon = 1000 cards
  *Sylvan = 1395 cards; Chelsea = 2752 cards; Nonresident = 595 cards

- Self-Check Machine for October 1741 - or 8.3% of total checkouts

October Notes:

- I attended weekly management meetings.
- I worked my PIC shift each week.
- We received 174 tubs from TLN in October, with 8 being the daily average.
- We processed 37 MeLCat items for other libraries, and received 63 items for our patrons.
- We had 1396 unique patrons use the library.
- We are getting adjusted to the new sorting machine TLN uses for our daily delivery.
- Maya celebrated her fifth anniversary as a Library Aide and I processed & delivered her review.

Respectfully submitted,

Amy Zoran
Head of Circulation

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	635.75	607.25	629	612.2	427.8	513.75	716
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	23516	5%
MAY	24570	22736	8%
JUN	28616	25543	12%
JUL	29664	26349	13%
AUG	26652	24600	8%
SEP	25311	23450	8%
OCT	24798	23373	6%
NOV	0	22717	
DEC	0	23130	
Total	259970	285185	
Month Avg		23765	9%

Self-service check outs

	2025 Totals	2026 Totals	Days	per Day	% of Charges
JAN	1289	1216	29	42	5%
FEB	1187	1154	26	44	5%
MAR	1090	1874	31	60	7%
APR	1313	1231	30	41	5%
MAY	1285	1613	29	56	7%
JUN	1665	2344	29	81	8%
JUL	1560	2275	29	78	8%
AUG	1289	2008	31	65	8%
SEP	1087	1623	30	54	6%
OCT	817	1741	31	56	7%
NOV	874	0		0	0%
DEC	871	0		0	0%
Total	14327	17079			
Month Avg					7%

	Items Added	Total Items
JAN	846	72,273
FEB	711	72,028
MAR	794	72,205
APR	744	71,281
MAY	534	71,405
JUN	676	71,197
JUL	668	70,619
AUG	580	70,531
SEP	675	69,897
OCT	516	69,332
NOV	0	0
DEC	0	0
Total	6,744	710,768

	Libby 2026	Libby 2025	hoopla 2026	hoopla 2025	Kanopy 2026	Kanopy 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	4414	4555	1755	1657	355	395
NOV	0	4318	0	2026	0	340
DEC	0	4504	0	1720	0	359
Total	48591	56150	18665	18773	2878	4131

Chelsea District Library
Monthly New Registration 2026

	District	NonRes	Other	Total Month	Grand Total	Chelsea	Dexter	Lima	Lyndon	Sylvan
						New Registrations by Municipality				
JAN	72	16	1	89	7298	31	7	10	20	4
FEB	73	7	1	81	7316	26	7	7	12	21
MAR	89	5	5	99	7215	39	7	9	14	20
APR	58	4	3	65	7225	28	7	4	5	14
MAY	60	5	7	72	7247	23	9	8	9	11
JUN	96	5	3	104	7308	38	13	9	10	26
JUL	106	5	6	117	7339	47	12	16	8	23
AUG	75	8	6	89	7358	37	7	8	11	12
SEP	92	6	4	102	7396	36	18	14	12	12
OCT	88	6	1	95	7479	36	14	12	14	12
NOV	0	0	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0	0	0
Totals	809	67	37	913	73181	341	101	97	115	155

Average Daily Door Count 2026

	MON	TUES	WED	THUR	FRI	SAT	SUN	Total
JAN	406	358.25	331	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	423.25	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	461.25	397.75	408	365.4	343.2	189	423.5	11469
NOV	0	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0	0
								114805
							Monthly average	11480.5

Registered Card Holders

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
District	7837	7753	6361	6295	5135	5228	5931	6234	6746	6854
Chelsea	3040	3006	2478	2490	2070	2105	2355	2475	2666	2752
Dexter	1087	1101	884	874	697	710	820	862	928	948
Lima	996	965	802	794	634	634	694	722	785	759
Lyndon	1302	1255	1005	970	778	770	875	909	998	1000
Sylvan	1412	1426	1192	1167	956	1009	1187	1266	1369	1395
NonRes	575	625	562	582	414	407	477	490	577	625
Freedom	0	1	0	0	0	3	2	3	2	2
Sharon	107	112	104	105	88	89	94	92	100	96
Waterloo	249	268	252	245	195	186	211	215	240	231
Grass Lake	37	36	22	21	4	7	21	21	32	47
Other	182	192	184	211	127	122	149	159	203	249
Totals	8412	9689	6923	6877	5549	5635	6408	6724	7323	7479

Transactions

Oct-26	% Tot
18,192	
7152	39%
1545	8%
1712	9%
1730	10%
3387	19%
225	1%
466	3%
596	3%
537	3%
842	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	24798	21012	85%	3786	15%	23869	2857	27655
NOV	0	0	0%	0	0%	0	0	0
DEC	0	0	0%	0	0%	0	0	0
Totals	**259970**	**222313**		**37657**		**249280**	**26967**	**286937**
Month Avg	25997	22231	85%	3766	15%	24928	2697	28694

	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	7724	9922	590
NOV	0	0	0
DEC	0	0	0
Totals	**84737**	**98622**	**5955**
Month Avg	8474	9862	596

ACTION ITEMS

Action Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026, Board Packet

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

Accept October donations and changes to the 2026 FY Budget.

		Income Line -	Expense Line	
Laura Desmond	Non-Designated (Memory of Marjorie German)	674.120	884.119	$100.00
Janice L. Carr	Non-Designated (Memory of Marjorie German)	674.120	884.119	$100.00
Friends of CDL	Music in the Air	674.112	884.962	$2,000.00
Robin Wagner	Non-Designated	674.120	969.620	$16.00
Mark & Amy Heydlauff	Non-Designated (Memory of Marjorie German)	674.120	884.119	$100.00
Anonymous	Non-Designated	674.120	969.620	$5.00
Mallory Simpson & Gregory Schatzle	Music in the Air	674.112	884.962	$1,000.00
Sallie Springer	Non-Designated (Memory of Marjorie German)	674.120	884.119	$50.00
Anonymous	Non-Designated	674.120	884.411	$220.00
Jean M. Vargas	Non-Designated (Memory of Marjorie German)	674.120	884.111	$50.00

Sub Total: $3,641.00

Acknowledge the donations below that are already in the budget.

Friends of CDL	Artist in Residence	674.110	884.970	$1,000.00
Friends of CDL	Song Fest	674.112	884.961	$2,000.00
Friends of CDL	Hot Spots	674.141	850.910	$3,000.00

Sub Total: $6,000.00

Total General Donations: $9,641.00

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

November 17, 2026 Board Meeting

Budget Adjustments

Background:

The Chelsea District Library management team requested several adjustments to the 2026 Budget to cover lines that ended up needing more funding. The following adjustments were 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

Action:

The Chelsea District Library Board of Trustees approves these adjustments to the 2026 Budget.

_____ _____

Janice L. Carr, Board Secretary Date

Action Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Board 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 need attention, so that they comply with the policy.

Action:
The Chelsea District Library Board of Trustees approves the revisions made to the guidelines for public participation that are stated on the backside of the Agenda each month.

_____ _____

Janice L. Carr, Board Secretary Date

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. Public dialog on CDL issues must remain within the bounds of civil discourse.
- 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, municipality, 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.
- Members of the public are also encouraged to contact CDL during regular business hours with any concerns or questions.
- Signs, posters, banners, flags, and other forms of non-verbal expression are prohibited.

Revised November 17, 2026

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Board Meeting

Policy 310 Request for Reconsideration

Background:
The Policy Committee has reviewed and revised policy 310 Request for Reconsideration, which was discussed in October.

Action:
The Chelsea District Library Board of Trustees approves the revisions to Policy 310 Request for Reconsideration.

_____ _____

Janice L. Carr, Board Secretary Date

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, 3/21/2024,11/17/2026

Subject: 310 Request for Reconsideration of Library Materials or Programs

Background:
The Chelsea District Library (CDL) provides 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. Likewise, 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 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; items that are not sold will be disposed of at the discretion of the Friends.

_____ _____

Janice L. Carr, Board Secretary Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Board 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.

Action:

The Chelsea District Library Board of Trustees approves the revisions to Subject 206. Meal Periods and Rest Breaks, which appears in the CDL Employee Handbook.

_____ _____

Janice L. Carr, Board Secretary Date

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 (CDL) 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 or more, but less than eight hours, may generally take a fifteen-minute meal break in addition to the ten-minute break. Staff 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.

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.

Approved 11/17/2026 by Board Action; L. Ballard 10/15/2026

DISCUSSION ITEMS

Discussion Item #1

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Board Meeting

Budget Carryovers 2026 > 2027

Discussion:

The library will supply the Board with a list of carryovers from the 2026 Budget to the 2027 Budget, which will be discussed in November. Be aware that this list is expected to change slightly between November and December.

2026 Chel Dist Library Budget Carryover Projections			2026	2027	Notes Updated 11.12.26
801-802	**Services**	**$23,770**			
		$3,770	801.071 Website/Graphic Design	same	Final installment of Weblinx
		$6,000	801.071 Website/Graphic Design	967.200 Equip/Compt Software	Stories of Chelsea solution- VK
		$10,000	801.071 Website/Graphic Design	same	WAGC compliance
		$4,000	801.079 Strategic Plan	982.510 LocHist Preservation	additional supplies
		$0	801.079 Strategic Plan	801.079 Strategic Plan	placeholder for late donations thru 12/31/26*
			*TBD- Board approves late donations being booked in 2026 and carried over into the appropriate income/budget lines in the 2027 budget. The $ goes into the General Fund as deferred income and has to be moved in a separate accounting entry after the first of the year.		
884	**Programming***	**$13,350**			
		$3,000	884.111 MLW	same	Supplement 2027
		$500	884.131 Wash Reads	same	Supplement 2027
		$500	884.226 Summer Reading	same	Supplement 2027
		$350	884.264 Teen Prog	same	Supplement 2027
		$3,000	884.411 Sonfest	same	Supplement 2027
		$3,000	884.412 Music in the Air	same	Supplement 2027
		$3,000	884.801 Exhibits	same	Supplement 2027
967	**Equipment**	**$1,000**	967.150 Printer Replacement	same	Supplement 2027
969	**Staff Dev/Travel**	**$1,600**	969.141 Travel/Marketing	same	Supplement 2027 ABOS conference
982	**Collection**	**$690**	982.721 Adlt Print/Mobee	same	Supplement 2027
		$40,410	**Estimated Carry Overs from 2026 to 2027**		

Discussion Item #2

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Board Meeting

2027 Calendar of Operations

Discussion:
Discussion on the 2027 Calendar of Library Operations and Holidays. The Staff In-Service date has been discussed at a management meeting and chosen as April 30, 2027.

This will move to Action in December.

11/11/2026

Chelsea District Library Board

2027 Chelsea District Library Calendar of Library Operations and Holidays

Governance
Appendix #1
Adopted: December 15, 2026

Regular Library Hours:

9:00 AM to 8:00 PM	Monday through Thursday
10:00 AM to 6:00 PM	Friday
10:00 AM to 3:00 PM	Saturday
1:00 PM to 5:00 PM	Sunday

The library is closed on designated holidays, and one additional day for staff in-service at the director's discretion. Holidays on which the library is closed are:

Friday, January 1	[New Year's Day]
Monday, January 18	[Martin Luther King Jr. Day]
Monday, February 15	[President's Day]
Sunday, March 28	[Easter Sunday]
Friday, April 30	[Closed for Staff In-Service]
Sunday, May 30	[Shared System Not Available]
Monday, May 31	[Memorial Day]
Saturday, June 19	[Juneteenth]
Sunday, July 4	[Independence Day]
Sunday, September 5	[Shared System Not Available]
Monday, September 6	[Labor Day]
Wednesday, November 24	[Close at 5:00 PM]
Thursday, November 25	[Thanksgiving Day]
Friday, November 26	[Day after Thanksgiving]
Friday, December 24	[Christmas Eve]
Saturday, December 25	[Christmas Day]
Friday, December 31	[New Year's Eve]

Janice L. Carr, Board Secretary _____ Date _____

DRAFT

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

2027 Library Board Meeting Calendar

Background:

Discussion on the dates for the 2027 board meetings. No retreat date has been determined and can be added at a later time.

This will move to Action in December.

Chelsea District Library
Board of Trustees
Board Meetings 2027
Location: McKune Meeting Room unless otherwise indicated
Time: 6:45 pm, unless otherwise indicated

Governance
Appendix #2
Adopted: December 15, 2026

DRAFT

January 19, 2027

February 16, 2027

March 16, 2027

April 20, 2027

May 18, 2027

June 15, 2027

July 20, 2027

August 17, 2027

September 21, 2027

October 19, 2027

November 16, 2027

December 21, 2027

TBD Board Retreat

Janice L. Carr, Secretary **Date**

Discussion Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

Annual Director's Evaluation

Background:

This is an update from the Director Oversight Committee on the evaluation process, which is underway. This annual evaluation will be an Action Item at the December meeting.

Discussion Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

Capital Improvement Fund Commitment

Background:

Additional funds may need to be transferred if the Board wants to maintain the commitment of $100,000.00 to the Capital Improvement Fund to reflect the funds to be used for this function.

The Capital Improvement Fund Commitment is something that the Board should address every year in December.

Discussion Item #6

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

Policies: 320 Materials Selection and 430 Patron Behavior

Background:

The Policy Committee has reviewed and revised policies 320 Materials Selection and 430 Patron Behavior, which are now ready for full Board review and discussion.

Chelsea District Library
Policy & Procedure

Policy Section: 3. Collections & Services

Board Approval Date: December 17, 1991
Revised: March 18, 2014
Revised: January 18, 2022
Revised: XXXX, 2026

Policy 320: Collection Development and Materials Selection

Background

The Chelsea District Library (CDL) seeks to engage, inspire and equip community members by providing high-quality resources that address the needs and interests of the community and provide service, on equal terms, to all groups and individuals within the library's service area. CDL staff acquire and maintain a broad collection of materials that are popular, informative, topical and/or socially relevant in a variety of formats including print, digital, audiovisual, and non-traditional.

The collection is designed to meet the diverse needs of the community and to support the community's cultural, informational, educational, and recreational needs. CDL builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations. CDL's collection supports citizen enlightenment and contributes to the enjoyment of community members. Additionally, materials available through the library present a diversity of viewpoints, enabling citizens to make the kinds of informed choices necessary in a democracy.

In selecting materials for its collection, library staff include materials that:

- represent the broad range of human experience
- reflect the ethnic, religious, racial and socio-economic diversity of the local region as well as the wider world
- cover a wide range of opinion on current issues
- exemplify literary and artistic merit

Statement of Purpose

CDL seeks to offer a collection that is accessible, balanced, diverse and enriching as it works within available budgets and follows specific materials selection guidelines as outlined below. The policies described here set a standard for CDL grows and maintains the materials and resources it offers, and they are intended to provide guidelines to staff, transparency to the public, and to reinforce CDL's mission and goals.

CDL's collections are built and maintained in accordance with principles documented in the American Library Association's Library Bill of Rights, Freedom to View and Freedom to Read statements. Collection decisions are also made in conjunction with CDL's strategic initiatives *(is there a link?),* with particular emphasis on:

- Positioning CDL as a preferred partner for lifelong learning
- Embracing diversity and inclusion
- Developing library services that incorporate both physical and virtual collections
- Providing excellent, effective and barrier free access to the collection

The policy outlined below intends to express how the CDL collection is built to advance the library's mission. This policy document sets the scope of the library's collection and defines the parameters for how CDL acquires, maintains and reconsiders the materials and resources that comprise the collection.

Responsibility for Selection: Under the supervision of the CDL director, responsibility for the selection of materials rests with delegated professional staff. The director reports to the CDL's Board of Trustees (board) and it is the board that retains ultimate legal responsibility for the overall collection. In cases where a CDL patron has requested the removal of a particular item, the director makes a recommendation to the board based upon the evaluation of the request in accordance with the guidelines presented in Policy # 310 Reconsideration of Materials.

Criteria for Selection: In selecting materials, including those generated or created by AI, professionally trained CDL staff work to balance popular demand with educational merit, community relevance, accuracy and diversity of viewpoints. As staff make selection decisions, consideration is given to the available budget resources and decisions are based on a broad set of criteria. An item need not meet all the following criteria to be included, and other criteria may be identified from time to time.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of information
- Effective characterization
- Authenticity of history or social setting

Specific considerations for non-print information and electronic sources and non-traditional materials include, but are not limited to:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment available in full text
- Ability of the vendor to protect patron data and general privacy

Scope of CDL Collections

CDL's materials are generally separated into four (4) distinct collections: Youth Collection, Teen Collection, Adult Collection and Garage Collection.

Youth Collection and Teen Collection: CDL staff who specialize in youth and teen services select materials intended for ages 0-13 or grades PreK-8 for the Youth Collection and ages 14-18 or grades 9-12 for the Teen Collection. Fiction and non-fiction in both print and non-print formats are considered, including online databases.

Adult Collection: Library staff who specialize in adult services select materials intended for patron ages 18 and older. Fiction and non-fiction in both print and non-print formats are considered, including online databases. The CDL collection offers in-demand materials, including classics and bestsellers and is also focused on relevant and timely topics.

Local History Collection: The Adult Collection also features special collections that comprise the Local History Collection, maintained by the librarian archivist and containing circulating materials as well as reference materials about the local community, the region, and the state of Michigan. The Local History Collection also contains a closed archive of rare or historic materials specific to the Chelsea area community including maps, newspapers and other items of interest. Many of these materials are likely to be unique library holdings, hold special importance, and therefore, do not circulate.

Garage Collection: The CDL Garage is a collection of toys, tools and equipment accessible to patrons who wish to play, create, design and learn in a hands-on manner. The Garage Collection broadly serves a range of ages and interests and materials for inclusion are considered by all CDL professional staff.

Electronic Resources: In addition to the physical items housed at CDL, patron access is also provided to a variety of shared physical and online resources made available through CDL's participation in various networked and digital collections. These networked resources are regularly monitored and evaluated by CDL staff.

- CDL is a member of The Library Network (TLN) giving its patrons access to a far wider pool of materials to borrow from than that which can be physically housed at CDL. TLN provides CDL's patrons with reciprocal lending privileges at other member libraries in the cooperative.

- CDL also utilizes Interlibrary Loan services (ILL), allowing it to seek materials from libraries well beyond its own immediate library network, including the ability to issue requests on a nationwide and international basis.

- CDL subscribes to several services that allow patrons to download or stream e-books, audiobooks, magazines, television shows, films, and music, and staff maintain subscriptions to electronic resources through the Michigan eLibrary (MeL). This enables patrons to access large databases that provide information such as census data, newspapers and magazines, encyclopedias, state resources, job-seeking support materials, tax information, and more.

Gift Items and Other Previously Non-Considered Items: Donations of unsolicited materials will be accepted only if they meet the same criteria as purchased items. This includes patron or organizational donations, or unsolicited author submitted physical copies of materials, to be considered for inclusion in the CDL's collection. Unsolicited items are not returned. Self-published materials will be considered by these same guidelines, with additional emphasis on local interest and demand. Further details related to the handling of gifts and other unsolicited items are found in Policy #530 Gifts.

Collection Maintenance and Weeding: CDL staff engage in ongoing data analysis and assessment of the collection to ensure it meets the community's needs and is compatible with CDL's mission and goals. To make space for new additions to the collection, designated staff practice weeding and deselection of materials using metrics such as physical condition, ongoing accuracy, usage and demand, relevance, and currency.

Selecting Materials on Controversial Topics

CDL staff actively work to build a balanced collection that represents various perspectives on contentious issues as far as availability of materials, space, and budget allows. Selection is based upon criteria stated in this policy without regard to gender, race, religion, nationality, or political views of an author or creator. The selection of a given item for CDL's collection should not be interpreted as an endorsement of a particular viewpoint.

When considering materials that include potentially offensive language; depictions of violence or sexually explicit activity; controversial content; or endorsement or disapproval by an individual or group in the community, CDL staff do not automatically exclude them from the library's collection. All public libraries contain materials that some patrons may find objectionable, and CDL may, from time to time, omit from the collection materials that some patrons believe to be important.

Reconsideration of Materials

Procedures for requesting a reconsideration of materials can be found in Policy #310 Request for Reconsideration.

Chelsea District Library
Policy & Procedure

Policy Section: 4. Facility & Equipment
Board Approval Date: November 20, 2007
Revised: April 20, 2010
Reviewed: March 21, 2017
Board Approval Date: June 20, 2017
Revised: January 16, 2018
Amended by Resolution: March 20, 2018
Revised: XXX, 2026/7

Subject: 430 Patron Behavior Policy

Background:

Chelsea District Library (CDL) is open as a public gathering space as well as for civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled library programs, and using library materials. In order to provide resources and services to all people who visit the library facilities in an atmosphere of courtesy, respect, and excellent service, the library board has adopted this Patron Behavior Policy. The purpose of this policy is to assist the library in fulfilling its mission to engage, inspire, and equip through evolving services and resources.

Policy:

CDL is committed to providing a safe, welcoming, and respectful environment where all people can access library resources, services, and programs. This policy establishes expectations for behavior that support the library's mission. The following rules of conduct shall apply to the building interior and exterior—and all grounds controlled and operated by the library and to all persons entering in or on the premises, unless otherwise specified.

Procedure:

Rules for a Safe Environment:

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, larceny, or removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.
B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
C. Alcohol/Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain library- sponsored events if specifically approved by the library director or their designee.

D. Under the Influence. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on library property.
E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other similar wheeled forms of recreational equipment is not allowed in the library or on library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities.
F. No Blocking of Doors, Aisles, or Entrances. All doors, aisles, and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
G. Animals. Animals are not permitted in the library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement, or for library programming.
H. Incendiary Devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the library.
I. Staff Only Areas. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the library director or their designee.
J. School Groups. School groups using the library must have approval of the library director or designee and must have a teacher and other appropriate staff present to ensure that the students use the library in conformance with these rules.

Rules for Personal Behavior:

A. Personal Property. Personal property brought into the library is subject to the following:
    a. ~~The~~ Library ~~personnel~~ staff may limit the number of parcels carried into the library. The library may also limit the size of items, for example, the library prohibits large items such as suitcases, duffle bags, or large plastic garbage bags.
    b. Personal possessions must not be left unattended or take up seating or space if needed by others.
    c. The library does not guarantee storage for personal property.
    d. The library is not responsible for personal belongings left unattended.
B. Food and Beverages. Limited types of food and beverages are permitted inside of the library, but only in areas approved by the library director.
C. Unauthorized Use. Patrons must leave the library promptly at closing time and may not be in the library when it is not open to the public. Further, any patron whose privileges to use the library have been denied may not enter the library. Any patron whose privileges have been limited may not use the library in any manner that conflicts with those limits placed on the patron by the library director, ~~his or her~~ their designee, or the library board.
~~D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the library while in the building, or on library property. Patrons not engaged in reading, studying, writing, participating in scheduled library programs, or using library materials or equipment may be required to leave the building and shall not be able to remain on library property.~~

E. Considerate Use. The following behavior is prohibited in the library and in the library building.
    a. Spitting;
    b. Running, pushing, shoving, or other unsafe physical behavior;
    c. Putting feet or legs on or climbing furniture;
    d. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting. Panhandling or soliciting library staff or patrons for money, products, or services inside the library or on library property is prohibited. Sales of products or services that are incidental to library programming may be permitted if approved in advance by the library director or their designee.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the library or on library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting on library grounds as follows:
    a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the library building.
    b. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the library building but on library property are subject to the following requirements:
        i. Persons or groups are requested to sign in at the Check Out Desk in advance.
        ii. Use of the library property does not indicate the library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign, or discussion.
        iii. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the library building shall be limited to the areas 30 feet from all entrances.
        iv. No person shall block ingress or egress from the library building.
        v. Permitted times will be limited to the operating hours of the library.
        vi. Campaign material, literature, or petitions may not be posted at the library or left on library property.

I. Sales. Selling merchandise on library property without prior permission from the library director is prohibited.

J. Distributions and Postings. Distributing or posting printed materials/literature on library property not in accordance with Library Policy 422 is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb library users or staff while such staff or patrons are in the library or on library property; and (2) that interferes with the library patrons' use of the library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with staff or patrons' use of the library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues), or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the library, the patron violates this policy).

O. Phones. Phone calls are prohibited in the library, except in the lobby and study rooms. Those patrons desiring to use phones to place or receive calls must use them outside of the library buildings or in the library's lobby or study rooms. Phones shall be placed on silent or vibrate mode upon entering the library.

~~P. Library Policies. Patrons must adhere to all library policies.~~

Q. Identification. Patrons must provide identification to library staff when requested.

R. Tables or Structures on library property. No person may use or set up a table, stand, sign or similar structure on library property. This does not apply to library-sponsored or co-sponsored events. See Policy 422: Displays, Signage, and Banners for more information.

S. Smoking/Tobacco Use. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on library property.

T. Shirts and Shoes. Shirts and shoes are required and must be worn at all times inside the library.

Rules for the Use and Preservation of Library Materials and Property:

A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly remove library materials, equipment, furniture, or buildings. Patrons shall ~~be responsible to~~ reimburse the library for costs incurred by the library for violating this provision. Patrons shall not cause damage by returning books containing insects/vermin or bringing insects/vermin into the library.

B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Chelsea District Library Policy 450: Internet Access and Public Computing Use.

C. Equipment. Library phones and staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

~~E. Use of Tables and Computers. Only 4-6 people may be seated at a study table and no additional people may stand around any one study table. Maximum number depends on the size and location of the table.~~

~~F.~~ Use of Tables and Computers: Use of study tables and computers is limited to the size of table and number of chairs available. Additional gathering and/or standing around tables and computers is prohibited.

Children in the Library:

A. Use by Children. Children are welcome and encouraged to use the library at all times. The library ~~desires~~ strives to make each visit an important one for the child. A "child" means a minor under the age of 18.

B. Responsible Caregiver. "Responsible caregiver" is defined as parent, guardian, custodian, or sibling/babysitter ages 12+.

C. Rules and Regulations Regarding Children.

   a. All patrons, including children, are expected to comply with the library's policies. ~~Parents, guardians, or r~~Responsible caregivers shall review and be fully aware of all library policies governing children, particularly Chelsea District Library Policy 450: Internet Access and Public Computing Use.

   b. ~~Parents, guardians and~~ Responsible caregivers are responsible for the behavior and supervision of their children regardless of age while in the library or on library property.

   c. Library staff will not be expected to supervise or monitor children's behavior.

   d. Children under the age of 8 must be attended by a ~~parent, guardian, or~~ responsible caregiver. The ~~parent, guardian or~~ responsible caregiver ~~(who must be at least 12 years old)~~ shall remain in the library at all times. If a child under the age of ~~8~~ eight is attending a library-sponsored program on the premises, the ~~parent, a guardian, or~~ responsible caregiver is to remain on the premises for the duration of the program.

   e. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care, shall be attended by a ~~parent, guardian, or~~ responsible caregiver at all times.

   f. Children under the age of ~~6~~ six must be within the visual line of sight of a ~~parent, guardian, or~~ responsible caregiver at all times, including during programs and visits to the restroom. Children under the age of 6 may not be left in the library alone.

   g. Staff will not be responsible if unattended children of any age leave the library premises alone or with other persons. Further, staff will not be responsible for children ~~8~~ eight years or older who may be asked to leave the library if the child is in violation of library policy.

   h. We request that all unattended children be picked up at least ten minutes before closing time. ~~Parents, guardians, and~~ Responsible caregivers need to be aware of when the library closes.

i. Children ~~8~~ eight years or older should know the telephone numbers of their ~~parents or guardians~~ responsible caregiver and other contact information if they are unattended at the library. It is a violation of library policy not to come immediately and pick up your unattended child if the library calls.

j. Contact of Parent or Guardian. Library staff will attempt to contact a ~~parent, legal guardian, custodian, or~~ responsible caregiver when:
   i. The health or safety of an unattended child is in doubt.
   ii. A child is frightened while alone at the library.
   iii. The behavior of an unattended child violates library policy.
   iv. The unattended child has not been met by a ~~parent, legal guardian, custodian, or~~ responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.
   v. Unattended Children at Closing. If a ~~parent, legal guardian, custodian, or~~ responsible caregiver cannot be reached by closing time or fails to arrive 30 minutes after being contacted, library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
   vi. When the ~~parent, legal guardian, custodian, or~~ responsible caregiver arrives to pick up a child after closing, the staff member shall explain the library's policy and provide a copy of this policy.

Disciplinary Process for Library Facilities:

Pursuant to Chelsea District Library Policy 435: Library Violations Enforcement Policy, the library director or their ~~Director's~~ designee may restrict access to library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs. If necessary, the local police may be called to intervene.

Right of Appeal:

Pursuant to Chelsea District Library Policy 170: Right of Appeal, patrons may appeal a decision to limit or suspend privileges.

Anne Merkel, Board Secretary
1-16-18

Discussion Item #7

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

Nonresident Card Fee

Background:

Chelsea District Library is committed to engaging, inspiring, and equipping the community we serve through evolving services and resources. As the cost of providing these services and resources continues to increase, we are recommending that the library board increase the nonresident card fee from $125 annually to $150. The nonresident fee is being adjusted to better reflect the cost of providing library services, while maintaining an equitable and sustainable approach to access for all library users. We would like this change to go into effect in early 2027.

Discussion Item #8

Chelsea District Library
Board of Trustees

Library Board Fact Sheet

November 17, 2026 Meeting

Final 2026 Budget Adjustments

Background:

Amount	From	To	Notes:
$ 6,800.00	803.010 MaintCont	920.120 Elec	Higher than expected- adjusting to 24/7
$ 300.00	803.010 MaintCont	966.100 Insur.	Bldg coverage higher than expected
$ 16,500.00	801.073 LocHist Spec	702.100 Wage	Budgeted but needs to be in Wage line

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