

Chelsea District Library
Director's Report
March 2010

Questions from last Board Meeting

- Board asked Linda Sayers to run a new **Performance to Budget & Profit/Loss** comparison for January so it matches the checks for the month
 - Reason they don't match is due to a credit balance from TLN, in both the 850 and 965 lines. These are credit memos waiting to be used. It does not show up in *Performance to Budget* because we have not applied the credit yet
- Board asked director to find out why Linda Sayers had Accrual 2009 in the December and January financials
 - See updated *List of Checks for January* at the end of my director's report. Descriptions have been updated to include that the aforementioned accruals were reversed accruals

Finance

- Final written report for the Gates Grant was completed, along with spreadsheet detailing our expenses for the amount of the \$19,670 grant
 - Note: Please see acknowledgement letter from Ralene Simmons of Gates Foundation in *Communications* section of board packet
- Rehmann Robson has completed their work for the 2009 on-site audit. We are awaiting their written report.
- New CD investments made with Chelsea State Bank

Building Update

- John Headpohl, a representative from HeadTech Inc, performed annual maintenance work in McKune, Lab, and KidSpot
- Obtaining quotes to replace lighting in following areas: first floor foyer to replace burned out lights, move track lighting from series books & install in kids spot, replace burned out lights on 2nd floor ceiling and art spotlights
- Received pricing and design for a new sign to go above circulation area from Scott McElrath of Dangerous Architects

Library Operations

- Strategic Planning/Board Retreat
 - Worked with staff to complete strategic planning initiatives in time for board retreat
 - Created PowerPoint for February board retreat
 - Doug Raber, the director of the Ferndale Public Library, facilitated this year's board retreat
 - A new library promotional video made its premier at board retreat. Video is available for viewing on YouTube
- Staff
 - Kick-off event to the 2010 Chelsea Reads, *Wheels to Reels*, was held on February 28. Attendance was very good and we received a great deal of positive feedback. I've received a great deal of favorable commentary from the Community in general about this year's READ, particularly in regard to our promo materials
 - Completed annual review for Terri Lancaster
 - Terri Lancaster celebrated her 9th anniversary at library in February. Congratulations Terri!
 - Completed annual review for Karen Persello
 - Karen celebrated her 6th anniversary at the library on March 1. Congratulations Karen!
 - Worked with management team to introduce strategic plan to staff at our monthly meeting in February. We've asked for feedback from staff and indicated that we will move forward on developing action steps at our staff retreat in April
 - Library management staff is continuing to work diligently on strategic planning. We carve out time each week in our management meetings to discuss our progress

- Overdrive
 - Since Starting at end of Jan, nearly 40 new users have been registered since launch, about 1 per day, plus 100 titles have been checked out
- Expired library cards
 - As of March 10, any computer user with expired library card will be blocked from accessing public computers until they renew card

Friends/Volunteers

- Linda Ballard attended the Friends Linking Workshop in Ann Arbor
 - Please see fact sheet in Communications section of board packet for more information about the role of library trustees provided by Association of Library Trustees, Advocates, Friends and Foundations
- RSVP of Washtenaw
 - Library would participate in this new service, which is a part of Catholic Social Services, RSVP offers placement assistance for volunteers
 - In addition, RSVP will reward volunteers by providing accident & liability insurance, plus expense for millage
- The FRIENDS incorporated two, new, beautiful-designed bookcases in the library lobby for use in daily sales!

TLN & State News

- National Library Advocacy Day: A Rally for Libraries is June 29, 2010
 - Rally is on Capitol Hill in Washington DC
- TLN is seeking new space
 - Move from downriver location to facility more centrally located to all coop members
 - Seeking space between 8000 and 10,000 square feet

Community Update

- Karen Persello & Sara Wedell were my guest at Rotary lunch in February to discuss Chelsea READ's *Wheels to Reels* program
- Attended Rotary Cash Bash, helped sell tickets to the event, and sponsored a prize package for fundraiser
- Attended fundraising event for Sounds & Sights at the Common Grill
- Participated in Chocolate Extravaganza event hosted by downtown merchants. Several hundred shoppers turned out for event and came to library for free chocolate!
- Organized library team for "Bowling Family Fun Night" on Feb 13 at Chelsea Lanes. This is a Chamber fundraising event. Terri Lancaster, Deb McBride, Linda Sayers, Julie Doman and I will represent the library at event
- Met with Jim Myles of Preservation Chelsea
 - Discussion about listing library on the national registry (See more information in *Communications* section). Jim will be a guest at our March board meeting to provide update on this endeavor
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- SculptureWalk Chelsea 2010
 - Will continue based on huge success in 2009
 - Committee has approached library about additional site at either Katie's Korner or memorial benches

Meetings/Conferences Attended

- TLN Steering Committee, 2/8
- Management Meeting, 2/9, 2/16, 3/2
- Rotary, 2/9, 2/16, 3/2
- Chelsea State Bank, 2/10
- Finance Committee, 2/10
- Sounds & Sights, 2/10
- Library Board Meeting, 2/16
- DDA, 2/18

- Monthly Meeting – Sara, 2/18
- Art Meets Business, 2/18
- Jim Mumby, 2/19
- Doug Raber, 2/20
- Library Board Retreat, 2/20
- Staff Meeting, 2/26
- Jennifer Kundak, 2/26
- Jim Myles, 3/2
- Monthly Meeting—Ron, 3/2