

**Chelsea District Library**  
**Director's Report**  
*April 2010*

**Questions from last Board Meeting**

- None

**Finance**

- Audit
  - Met with Finance Committee to review 2009 audit
  - Follow up meetings with Rehmann Robson
  - Wrote "Management Discussion & Analysis" section of audit to provide an overview of the previous year of operations and how the library performed in that time period
- Closed out MILAF accounts. Transferred remaining fund balance to CSB
- Purchased new CD for 12 months in the amount of \$100,000 at end of March
- 2011 Budget process
  - Worked with Board Treasurer to firm up Budget Development calendar
  - Review budget planning process and calendar with management staff. Staff is currently preparing budget materials for 2011
- Community Foundation for Southeast Michigan
  - Received 2009 year end market value of our endowment fund
  - As of 12/31/09, it is valued at \$14,795

**Building Update**

- Lawn Care
  - Association Maintenance Corporation evaluated our lawn care needs for this year as well as spraying of shrubs
- Lighting
  - Jaco completed work on lighting issues in lobby and youth department

**Library Operations**

- Staff
  - Trevor Stone of the Neutral Zone was our guest at management meeting on March 9 to discuss our strategic initiative for Teens
  - Edith Burney was named "Citizen of the Month" by SRSLY. Congratulations Edith! It is a well-deserved recognition
- PLA
  - Sara did presentation on Local History Collection called "Building and Sustaining Your Library's Local History Collection for the Future" to a standing room only crowd of 350+
  - She also had a write up in Library Journal, which is attached in "Communications" section
  - Karen and Edith also presented on "The Teen Library and Community Volunteer: How to Take Teen Volunteers to the Next Level." Over 150 people attended their program
  - Elizabeth Goldman gave a presentation on the CDL's "One Room Schoolhouse Project"

**TLN, State, & National News**

- I will be attending the *MLA Director's Summit* on June 4 at Michigan State University. Tax Capture will be a major focus including presentations from the Senate Fiscal Agency and the Department of the Treasury
- On June 8, I will be attending Building *Partnerships and New Alliances During Turbulent Fiscal Times*, a special workshop sponsored by the Detroit Library Cooperative. MLA President Larry Neal and President Elect Christine Berro will also detail the new vision for MLA and what that means for institutional and personal members
- The Association of Library Trustees, Advocates, Friends and Foundations has merged with the Friends of Libraries USA to become premiere citizen division of the ALA. Please see "Communications" section for more details

## Community Update

- Sounds & Sights
  - I am working for the committee to organize a special event for downtown merchants to coincide with Sounds & Sights Festival, which is taking the place of the former Summerfest event.
- Meeting with Lima Township Supervisor, Kenneth Unterbrink
  - Discussed ideas about potential service needs in township
- Meeting with NEA Director Rocco Landesman
  - Took part in special roundtable discussion with NEA director at Common Grill on March 22
  - Chairman Landesman visited Chelsea as part of nation-wide trip to analyze the positive effects of how the arts benefit small town economies. He will be testify before Congress about his findings in May
  - Please review follow up documentation about this event in the “Communications” section
- Staff completed another successful Chelsea Reads Together program.
- National Library Week in April
  - National Library Week “Open House” event to take place on Saturday, April 17. We will honor our Friend Volunteer of the Year
  - Midwest Literary Walk will take place on April 17
  - Inaugural “Authors in Chelsea” program with support from the Friends and the Chelsea Education Foundation will take place. illustrators Gijsbert van Frankenhuyzen, Paul O. Zelinsky and author Kate Klise will visit Chelsea
- Chelsea Community Foundation
  - In partnership with CCA, the Library received a \$25,000 grant to fund the Artist in Residence and Midwest Literary Walk program for the next two years
- Strategic Plan
  - Facilitated meeting with community leaders on March 24 to obtain feedback about strategic initiatives. See notes/feedback from focus group at the end of this report
  - Scheduled focus group meeting with community experts to discuss accessibility issues in our building
  - Along with Doug Raber and management staff, we have been working on staff retreat for April 23
- Long-time library supporter and friend Stephanie Ann “Sis” Kanten passed away on March 18. We will miss her!

## Meetings/Conferences Attended

- Meeting with Diane Winner of Chelsea State Bank, 3/3
- Maurine Nelson of Adult Learners Institute, 3/3
- Willem Van Reeseman, 3/3
- Rotary Cash Bash, 3/6
- TLN Steering Committee, 3/8
- Management Meeting, 3/9, 3/16, 4/6
- Sounds & Sights, 3/9, 3/12
- Sculpture Walk, 3/9
- Monthly Chamber lunch with Bob Pierce, 3/9
- Monthly Meeting – Linda Sayers, 3/9
- Sounds & Sights, 3/10, 3/26
- Bob Pierce, Chelsea Chamber of Commerce, 3/10
- Dave Killups, Chelsea School Superintendent, 3/11
- Kenneth Unterbrink, Lima Township Supervisor, 3/12
- Sounds & Sights – Merchants Meeting, 3/12, 4/1
- Board Treasurer, 3/12
- Chamber Bowling Fundraiser, 3/13
- Sounds & Sights Sponsorship Fundraiser, 3/15, 3/19
- Library Board Meeting, 3/16
- Rotary 3/9, 3/16, 3/23, 4/6
- Monthly Meeting – Ron Andrews, 3/17
- Monthly Meeting – Sara Wedell, 3/18
- Shauna Mote, 3/18

- Staff Meeting, 3/19
- Finance Committee, 3/22
- National Endowment for the Arts visiting Director, 3/22
- Chelsea Senior Center Director Lindsay Bacon, 3/23
- Strategic Planning – Community Focus Group, 3/24
- Chamber of Commerce After Hours, 3/25
- CCA Donor Party, 3/25
- Rehmann Robson, 3/26
- Friends Annual Goal Planning Meeting, 3/28
- Monthly Meeting – Karen Persello, 3/29
- Neutral Zone with Management Staff, 3/30
- Sounds & Sights, 4/1
- Art Committee, 4/1
- Dexter Library Director – Paul McCann
- Marketing Meeting – Anna Cangialosi, 4/7