

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

**Questions from last Board Meeting**

- None

**Finance**

- Operational Performance
  - Spending is continuing at acceptable levels
- Budget planning
  - With help from Public Financial Management, we have been able to determine our levy for FY 2011
  - The finance committee has met twice to review the proposed 2011 operations budget. Our final meeting will be June 29
  - Budget documents will be delivered to the board at the July 20<sup>th</sup> board meeting, in anticipation of the budget hearing at the August 17<sup>th</sup> board meeting
  - Board is scheduled to approve the FY 2011 budget at the September 21<sup>st</sup> meeting

**Building Update**

- Completed analysis of building to identify possible areas where we will need to do some touch up painting over the next several months

**Library Operations**

- Staff
  - Sara Wedell will be presenting a panel discussion at the MLA annual conference in November on "Library Partnerships: Promoting Economic Development through Collaboration" with co-presenters Victoria Bennett and Bethany Kennedy of Washtenaw Community College.
  - Completed Ron Andrew's annual review
  - Final preparations being made for the youth summer reading kickoff on Friday, June 11. This year's theme is "Make a Splash at Your Library." Youth staff have trained several volunteers this summer to help staff facilitate the program
- U of M School of Information Summer Interns
  - Melissa Chalmers will work with the adult department to work on local history collection
  - Alisha McCullick will work with all areas of youth department, including reference desk, programming, and outreach
- Comedy Showcase
  - Congratulations to Rachael Dreyer who organized a successful program
  - Library has enjoyed great crowds and entertained some very funny comics

**Friends of the Library**

- Friends President meeting, 5/20
- Staff Appreciation breakfast, 5/21

**TLN, State & National News**

- TLN Steering Committee Meeting
  - TLN is beginning discussions about strategic planning, possibly updating their plan of service again
- MLA Director's Summit, June 4
  - Funding the Michigan Electronic Library for the future
  - Impact of Tax Capture on Public Libraries. More tax capture authorities in Michigan than there are Townships
  - Discussion with MLA lobbyist. 2011 Budget Process to Date – Governor asked for \$5.8 million assistance to libraries, senate passed budget for \$6 million, house passed budget for \$7 mill, and MLA goal is 8 million. So there will be money there

## **Strategic Planning**

- Website Committee
  - Identify current issues/problems
  - Discussion about standards for branding
  - Staff Intranet: explore options so we can have schedules, procedures, policies, forms etc
- Low Vision Program at Plymouth District Library
  - Met with Ellen Strauss, low vision expert
  - Discussion about PDL low vision program and resources
- Marketing Meeting – long range planning
- Overview of Technology Department
- Met with Sally Hoyle
  - Former Project Manager, Borders Books
  - Discussion about project management training for staff

## **Community Update**

- Rotary
  - Panera Bread Food Rescue delivery to St. Louis Center, 5/10
  - Jennifer Granholm meeting, 5/19
- Chelsea High School Battle of the Bands
  - Judge in high school battle of band competition. Kristin's son's band won the competition!
- Sounds & Sights
  - Begins on Thursday, June 17 and will run for 11 weeks
  - Library will once again sponsor music for Sounds & Sights Festival in July
- DDA
  - DDA held an accessibility meeting at the library on Friday, June 4
  - Goal is to make Chelsea accessible to all
  - Library staff update committee about our own efforts to address accessibility issues
- Chelsea Schools
  - Met with Scott Wooster, network administrator for Chelsea schools
  - Discussion about connecting library and school networks to make it easier for students to connect to their documents and files
  - Much discussion about potential resource sharing
  - Another meeting was held on June 7 with high school and middle school administrators, plus the Police Chief to address student behavior issues at the library
- Chelsea First
  - Attended meet & greet to welcome Dania Dunlap-Hurden as the new Marketing Director
- Lucy Ann Lance Radio Show
  - I filled in for Bob Pierce, the Chamber President, on his weekly radio spot on Lucy Ann's show
  - Spent several minutes plugging our wonderful summer reading programs
- Red Cross Blood Drive
  - Took place on June 8. 35 people gave blood, far exceeding the Red Cross' expectations
- CCA
  - Keynote speaker at CCA Annual Fundraiser breakfast, 5/12

## **Meetings/Conferences Attended**

- TLN Steering Committee Meeting, 5/10
- 3M Meeting, 5/11
- Rotary, 5/11, 5/18
- Management Meeting, 5/11, 5/18
- Plymouth District Library Low Vision Program Meeting, 5/11
- Steve Jacobs, 5/12
- Marketing Meeting, 5/13
- Ron Andrews Annual Evaluation, 5/13
- Weekly meetings with Linda Ballard, 5/14
- Public Financial Management meeting, 5/14
- Linda Ballard – weekly planning meeting, 5/14, 5/21, 5/28
- Monthly meeting with Linda Sayers, 5/17

- Library Board Meeting, 5/18
- Sounds & Sights, 5/19
- Dave McPike, Kleinschmidt Insurance, 5/19
- Integrated Technology Group, 5/19
- DDA, 5/20
- Reiley Lewis of SRSLY, 5/20
- Staff appreciation breakfast & Meeting, 5/21
- Peg Greisberger, 5/21
- Pat Conlin, 5/24
- Website committee meeting, 5/24
- Ignite Chelsea, 5/26
- Will Johnson, 5/27
- Gary Zenz, board president, 5/27
- Sara Wedell – monthly meeting, 5/27
- Ron Andrews – monthly meeting, 5/28
- Jim Heaton, 5/26
- Programming Meeting, 6/1
- Finance Committee, 6/1, 6/8
- Jim Mumby, Fanning Howey Associates, 6/2
- Scott Wooster, Network Administrator of Chelsea Public Schools, 6/2
- Lynn Fox, 6/2
- Karen Persello – monthly meeting, 6/3
- Paul McCann, Dexter Public Library Director, 6/3
- Chelsea High School administration staff, 6/7
- Guest on Lucy Ann Lance show, 6/8