

Chelsea District Library
Director's Report
July 2010

Questions from last Board Meeting

- Janis Miller asked if we had a booth at the Farmer's Market?
 - Although we have done that in past years as a way to promote summer reading, the library did not do so this year

Finance

- Operational Performance
 - Spending is continuing at acceptable levels
- Investments
 - Met with Diane Winner – rolled over CD
- Audit
 - We received two bids in response to our RFP for a new auditor
 - The finance committee instructed me to make a recommendation in time for the board meeting in July. Enclosed you will find documentation to support my selection
- Budget planning
 - Budget preparation process is complete and the budget package will be distributed at July meeting
 - Finance Committee has made a recommendation for bond levy in 2011
 - I feel confident that we have presented a budget that allows the library to meet community demands as well as address the needs of our strategic plan. I want to thank the staff, especially Terri Lancaster and Linda Ballard who have been working with me on this process since March. I would also like to thank the Finance Committee—Mary Budzinski, Dawn Caplis, and Kristin van Reesema—for their time, patience, advice, and expertise in helping me manage this detailed effort

Building Update

- Groundbreaking on pergola project is underway!
 - Reviewed building contract with lawyer
 - Met with insurance agent to add insurance policy for pergola because it would not be covered under current policy
- New Check Out Sign was installed! It looks fantastic and really stands out

Library Operations

- New Artist in Resident Announced – Jerzy Drozd!
 - Mr. Drozd is a talented graphic artist. His publishing credits include Antarctic Press and Glencoe-McGraw Hill
 - He teaches the art of comics to kids and leads professional development workshops at schools, libraries, and universities around the Midwest and beyond, including the University of Michigan, the Ann Arbor District Library, and the John F. Kennedy Center for the Performing Arts
 - Thank you to our partners at the Chelsea Center for the Arts (especially Aubrey Martinson), whose partnership makes this program possible, and thank you to Karen Persello and Sara Wedell for the methodical work they put in during the selection process
- Hanging System for Art in Library
 - Met w/River Gallery to discuss hanging system for displaying art in library
 - Met with Chelsea Center for the Arts to discuss curating art here in the library
- Chelsea Retirement Community Outreach
 - Partnered with Wayne State on Literary Arts Series presentation at Scarab Club in Detroit
 - Local author, WWII vet, and CRC resident Steve Rogers was featured reader at event
- Strategic Planning - Programming Committee
 - Meeting with management staff to discuss scaling down some of our programming so we can concentrate more heavily on strategic plan
 - We are working to develop core listing of programs that are unique to the CDL, which we want to focus more of our marketing efforts on

- Strategic Planning – Project Management
 - I have met with a handful of project management consultants to discuss proposals for training our professional staff
- Website Committee
 - Website Committee has reconvened to evaluate, assess, and make recommendations for improvements to library website
- Summer Reading Program
 - Well over 1000 children have registered for the SRP, which is the equivalent of about a third of the total number of students in the Chelsea school district! The library has been busier than ever this summer thanks to the hard work of our youth department
 - The adult department deserves equal praise for their DIY summer programming. I have received numerous compliments from the community about the rich variety and diversity of this year's adult summer programming
- Chelsea Senior Center
 - Working with CSC to enhance collaborative efforts to include recruiting senior citizen volunteers for library's homebound delivery program
 - Also working with CSC to improve accessibility to library services for seniors

Friends of the Library

- Executive Board Meeting took place on July 7
- At the meeting, the Friends agreed to provide \$1000 to help fund the Books for Babies Program! Thank you Friends!

TLN, State & National News

- TLN Steering Committee Meeting
 - Worked with TLN Director to revise Plan of Service
 - Worked with TLN Director to develop a TLN Strategic Plan
- MLA
 - While legislators work to address a 2010-11 budget shortfall of approximately \$300 million, they have appointed the conference committee that negotiates the budget for state aid for libraries. This is a critical step in the budgeting process for statewide services for libraries. The Senate adopted budget includes \$ 6 million in state aid and the House version calls for \$ 7 million. However, the funding increase in the House is contingent upon additional revenue streams that are speculative. We have a long way to go to get \$ 7 million out of the conference committee.

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

- Chamber
 - Participated in Gateway to Waterloo project at Michigan International Speedway, 6/11-6/13
 - Gateway project promotes recreation in the greater Chelsea area
- Ignite Chelsea
 - Meetings with Wellness Foundation to discuss this initiative for Chelsea
 - Ignite is a high-energy evening of 5-minute talks by people who have an idea, who share it with their hometown crowd. Ignite is a force for raising the collective IQ and building connections in each city

- Rotary
 - Facilitated ticket sales for annual “Duck Race” event during Sounds & Sights Festival weekend
 - I will be emceeding Duck Race event for Rotary
- Accessibility Committee
 - Follow up meeting
 - Library and its partners will pursue five areas to focus on immediately, including parking, staff training, marketing specific library services to those with disabilities, pursue adaptive technology, homebound delivery
- Lions Club
 - Attended board meeting to present another partnership opportunity with library to purchase assistive technology equipment for visually impaired
- River Gallery
 - Attended Summer 2010 – “Knock on Wood” exhibit preview and kickoff

Meetings/Conferences Attended

- Sounds & Sights, 6/9
- Weekly Meeting w/Assistant Director, 6/10
- TLN Steering Committee, 6/14, 7/12
- Management Meeting, 6/15, 22, 29, 7/6, 13
- Janis Miller/Kathy Frisinger, 6/15
- Rotary, 6/15, 22, 29, 7/6, 13
- Library Board, 6/15
- Web Committee, 6/16, 7/14
- Ignite Chelsea, 6/17, 28
- Monthly Meeting w/Ron Andrews, 6/23, 7/14
- Kevin Frahm, Mission Marketplace, 6/23
- Chamber After Hours, 6/23
- Monthly Chamber Meeting, 6/24
- Chelsea Update’s Heather Newman, 6/25
- Purple Rose Theater, 6/25
- Monthly Meeting w/Sara Wedell, 6/28
- Dave McPike, Kleinschmidt Insurance Agent, 6/28
- Finance Committee, 6/29
- Jeff Crowder, 6/30
- Lions Club Board Meeting, 7/6
- Programming Meeting, 7/13