

**Chelsea District Library  
Director's Report  
February 2009**

**Finance**

- Spending is continuing at acceptable levels.
- The library keeps two safety deposit boxes at Chelsea State Bank. One box is for backups of Linda Sayer's Quickbooks files. The other box contains originals of library documents such as warranty deeds and the township agreements. Terri and I inventoried the contents of the second box on February 11, making an updated list of contents and adding some appropriate documents. The Library Board President and Treasurer have access to the boxes along with the Library Director and appropriate staff.
- Terri and I have revised the attached Capital Campaign report so that it's clearer and easier to understand. The report will be included monthly in the board packet.
- The 2008 audit is scheduled to begin on February 19<sup>th</sup>. We'll be working with Nicole Bliesener from Rehmann Robson. Nicole has been with Rehmann for several years and is a senior auditor in Jackson.
- The library now accepts MasterCard, Visa, and Discover Card to pay for fines, donations, and printing fees. Thanks to Linda Ballard for researching this option that provides an extra service to the public.

**Building Updates**

- There are now corner protectors in several spots around McKune and the staff room to protect areas that get regularly banged up by book carts. Thanks to Tom Lancaster for installing these plastic protectors, and to the Friends for the suggestion.
- Fourteen end-caps were taken off of donation plaques in the building. They were expensive to replace, and will be glued on with Lock-Tite in the future so that they can't be unscrewed.

**Library Operations**

- The annual State Aid report has been completed and submitted to the State Library.

- The Library Board Retreat was held on January 31 with a new facilitator, Dr. Doug Raber, who is the Director of the Ferndale Public Library. Doug used the Public Library Association's Service Responses as the basis for goal setting exercises.
- The annual staff in-service day was held on February 16. The morning program was a recertification of the Red Cross CPR training. The afternoon session was conducted by facilitator Zoe Pearson. I've attached the agenda from the afternoon session.
- The kick-off to the 2009 Chelsea Reads, "Think Globally, Eat Locally" will be held on March 1 from 1:00 to 2:00. The Reads brochure will be included as an insert in the February 19 edition of the Chelsea Standard. The program this year, which runs throughout March, is going to be outstanding! Bill, Karen, Edith, Peg and the Reads Committee have done a great job pulling together this year's program.
- The Lion's Club has approved a donation to the library of \$500 for the next two years. The donation will go toward the purchase of large print books. Bill and I will be attending the Lion's Club meeting on March 3. The check was presented, and photos taken, on February 5. The photo of Bill and Don Enderby of the Lions Club was featured on the library's e-News and on the library website.
- The Chelsea Standard will be featuring a new monthly column with news from the library called "See You at McKune". Bill provided the first column on February 5. Our new librarian, Anna Cangialosi, will be the contributor in future issues.
- The library's e-newsletter is now coming out on a weekly basis, focusing on current services and programs. Ron is handling this task and we've gotten great feedback from the public.
- The first event in our partnership with the Purple Rose Theater, a live theatrical reading, was held on February 7 with a very good turnout of 65. Music at McKune ended on February 8 with a performance by Kitty Donahoe and a wonderful turnout of 85 people.
- Stay tuned for an innovative new program this summer, the Kids Read Comics Convention, on June 12 and 13. The event will be the Midwest's first comic book convention especially for kids and teens, and will feature hands-on workshops and chance to meet comics and animation professionals. Edith Burney is the driving force behind this sure to be popular event.
- I received a nice letter from the Ohio Library Council in thanks for contributing to their Innovative Environments Conference. The letter is attached.
- Teen librarian Edith Burney attended a 3-day workshop, called Guiding Good Choices, at Chelsea Community Hospital as part of our participation in the

SRSLY organization. Edith was trained as a group facilitator, so that she can lead parent workshops in the future. Edith gave high marks to the training sessions.

- Bill Harmer was my guest at Rotary on February 10. Bill spoke for a few minutes about the upcoming Chelsea Reads program.
- Bill, Anna and I met with Phil Dinary, Program Officer for the Ann Arbor Community Foundation, on February 11. The purpose of the meeting was to investigate grant opportunities for the oral history project.
- Bill Harmer is getting quite a reputation in the library world! He has been asked to speak at both the Alaska Library Association Annual Conference and the Idaho Library Association Annual Conference, both in March. Bill will be speaking in Alaska about the One Room Schoolhouse project, and will be combining the Alaskan trip with a vacation.
- I was interviewed by Susan O'Brien, an adult library science student at Wayne State, on January 29<sup>th</sup> for her seminar class in Public Libraries. Susan is doing her project on our library. On January 30<sup>th</sup>, Bill met with UM students from Professor Joan Durrance's class, who are using our library for their class project.
- The Friends of the Library made \$846 from 88 customers at their January booksale, despite terrible weather. There will be no booksale this month due to the programs presented by the Purple Rose Theater on Saturdays.
- The Friends of the Library held their annual potluck/election of officers on January 21 in McKune. It was a very nice event, with great food. I gave a short speech thanking the Friends for their contributions over the past year. Lynn and Dawn attended from the Board. Sharon Pignanelli will remain President of the Friends' Board for 2009.
- A "wish list" was presented to The Friends of the Library at their February meeting. The Friends voted to accept, as regularly funded programs, the Books and Banter and Books for Babies programs. They also approved the funding for Babytime Plus and Study Hall. The wish list is attached.
- The new reader-printer now sports a very nice plaque acknowledging it as a gift from the Friends of the Library.
- We're now selling USB drives for patrons to use to save their computer work. These replace the old floppy disks. We purchase the USB drives from TLN, and sell them at cost for \$5.00 each.
- I met our newest board member, Mary Budzinski, for lunch on February 4. I had my monthly lunch meeting with Bob Pierce on February 13.

- Rotary meeting (weekly), Management meetings (weekly), “Catch-Up” meeting with Terri and Linda 1/12, with Bill 1/21, with Karen 1/23; with Ron 1/26; Detroit Suburban Librarians Marketing Workshop 1/16; Metro-Detroit Book & Author 1/21; Friends of the Library Potluck 1/21; Shared Automation Users Group meeting 1/22; Library Board Retreat 1/31; Mary Budzinski 2/4; Building Committee 2/9; Phil Dinary of the Ann Arbor Community Foundation 2/11, Linda Sayers and Ron Andrews re. Fixed Asset Inventory 2/12; scheduled meeting with Ron 2/12; Art Committee 2/12; Bob Pierce of the Chamber of Commerce 2/13

### **TLN and State News**

- The TLN Steering Committee is developing a proposal regarding the cost of materials delivery service in the event that state aid, which now covers the cost of delivery, is discontinued. I’ve attached a memo from Pat Thomas, the Steering Committee Chair, and a spreadsheet regarding probable delivery costs.
- The Governor has announced that she is recommending eliminating the Dept. of History, Arts and Libraries at the state level as part of her plan to reduce the number of state departments from 18 to 8. I’ve attached a memo from the Michigan Library Association that addresses this issue. At this point, state aid and the department’s budget are still being funded.

*Joan*

Joan Elmouchi  
February 12, 2009