

Chelsea District Library
Director's Report
October 2009

Finance

- Spending is continuing at acceptable levels, although collection expenses are little behind.
- Rolled over 3 month municipal bond into new 12 month bond.
- Authorized signer on investment accounts.
- Closed out 3 MILAF accounts that had zero balance.
- Future MILAF fund transfers now tied to *Contingency Fund* account.
- Met with Colleen Peters, the Director of Philanthropic Services for Community Foundation about library's endowment.
- Reviewed issues regarding stone steps leading to McKune.

Building Update

- Work on 6 inch curb installation completed. Krull construction will caulk once concrete settles, then invoice us.
- DDA to go ahead to work with Merkel to tie the drain between them and library, to city drain.
- Waiting on update from Fuller regarding stack, condensation, and catch basin issues.
- Bond invoice received. Payment due on Nov. 1

Library Operations

- Ongoing training with Linda Ballard.
- Met with Kapnick to discuss 2010 Benefits Renewal Plan.
- Created preliminary documentation for strategic plan.
- Work continuing to proceed on oral history project. Made bus trip with CSC to National Military History Center in Auburn, IN.
- Registered for MLA annual conference where I will be presenting on Oral History Project.
- Registered for PLA Fundraising workshop in Kansas City on Oct. 27 & 28.
- Registered board trustees for MLA memberships.
- State mandated test completed on main elevator.
- Repair done on Lift Elevator.
- Reviewed personnel policies with library attorney.

TLN & State News

- No new updates regarding Governor's executive order eliminating the Dept. of History, Arts and Libraries.

Community Update

- Chelsea Community Schools seeking a *Regional Enhancement Millage* to increase funding by 2 mills for 5 years for November 3 election.

Meetings/Conferences Attended

- Rotary, 9/8, 9/15, 9/22, 9/29
- Chelsea Music Celebrations, 9/9
- Chamber of Commerce, 9/10
- Chelsea State Bank, 9/10, 9/17, 9/24, 10/1
- Board Treasurer, 9/10
- Adult Learners Institute, 9/11
- Policy Committee, 9/14
- TLN Steering Committee, 9/14
- Fuller Heating & Cooling, 9/14
- Library Board Meeting, 9/15

- Finance Committee, 9/15
- Management Meeting, 9/15, 9/22, 9/29, 10/6
- Chamber Breakfast, 9/15
- DDA Meeting, 9/16, 9/17, 10/1
- Oral History Project, 9/17, 9/21, 9/25
- All staff meeting, 9/18
- Key Bank, 9/21
- Monthly meetings w/staff, 9/23, 9/30, 10/2
- A-Productions (Building Maintenance), 9/29
- City Manager, 9/30
- Purple Rose, 10/1
- Art Committee, 10/1
- St. Louis Center, 10/1
- Kapnick, 10/5
- Friends of the Library, 10/5
- Programming Committee, 10/6
- Community Foundation of Southeast Michigan, 10/6
- Chelsea Lumber (Bob Daniels), 10/7

William Harmer, Director