

Chelsea District Library
Director's Report
November 2009

Finance

- Regular banking activities
- Made bond payment, 10/26

Building Update

- Contacted Fuller to address excess heat issues in Anna's office & computer lab
- As of November 8, we will be dropping Vigilante Alarm as our fire monitors. We will replace them with IQ Systems
- Fuller completed work on duct work and installed new stainless steel Ts.
- Gasser-Busch couldn't find anything wrong with our light switch after double checking wiring in the electrical panel
- IQ Systems came in to make switch as our alarm monitor and perform yearly inspection.

Library Operations

- Consulted with library lawyer regarding potential fundraiser and copyright issues regarding donated photo collection (11 minutes)
- Prepare board report, director's report, and review reconciliation report & performance to budget reports
- Continue work on planning to plan the strategic initiative
- Follow up on incident report involving teen
- Sign checks

TLN & State News

- Attended TLN Steering Committee Meeting, 10/23
- TLN Quarterly Membership Meeting, 10/23
- TLN Finance Committee Meeting, 11/2
- TLN will enact changes in its services to reflect its 40% reduction in State aid
- Attended MLA Public Policy Summit, 11/3

Community Update

- Set up meeting with Janis Miller & Dexter Township Supervisor
- Chamber Business After Hours, 10/22
- Sounds & Sights, 10/20
- Presenting workshop discussion on libraries in Belleville

Meetings/Conferences Attended

- Rotary, 10/13
- Diane Winner (Explain investment statements), 10/14
- Chamber, 10/14, 11/6
- DDA, 10/15/09
- Marketing plan, 10/15
- Monthly meetings w/staff 10/15, 10/26, 10/29
- Oral History project – Local farmers, 10/15
- Personnel Committee, 10/19
- Management Meeting, 10/13, 10/19, 10/26
- Library Board Meeting, 10/20
- Sounds & Sights, 10/21
- Chamber After Hours, 10/22
- TLN Steering Committee, 10/23

- TLN Quarterly Meeting, 10/23
- Ron Monthly Meeting, 10/26
- PLA Fundraising Workshop in Kansas City, 10/27, 10/28
- Sara Monthly Meeting, 10/29
- Staff Meeting, 10/30
- Lions Club, 10/30
- TLN Finance Committee, 11/2
- MLA Annual Conference, 11/3, 11/4
- MLA Annual Conference Presentation on Oral History Project, 11/4
- Policy Committee Meeting, 11/2
- Director reception, 11/7

William Harmer, Director