

Chelsea District Library
Director's Report
December 2009

Finance

- Regular banking activities
- Spending for year is continuing at acceptable levels

Building Update

- Fuller worked on marketing office and Learning Lab couple weeks ago and it still won't cool down. All 3 zones down in the 30's & 40's and it still gets up in the high 70's.
- No issues with water leakage in Merkel building
- Fire sprinkler inspection, 12/2

Library Operations

- Sign checks
- Banking
- Assemble Board Packet
- Peg resigned
- Mailed Capital Campaign Letters
- Followed up on missing McKune chairs
- Met with HR lawyer to process changes to Policy manual
- Sara 90 Day evaluation
- Exit interview with Peg
- Year end budget rollovers
- Completed 90 day self-assessment for library board
- Strategic planning, ongoing
- Received \$1000 check for Capital Campaign

TLN & State News

- Attended TLN Steering Committee Meeting, 11/9

Community Update

- Met with Dexter Township Supervisor & Janis Miller, 11/10
- Belleville Library Presentation, 11/12
- Organized strategic planning meeting for Sounds & Sights
- Together with Purple Rose Theater, the library was awarded with an \$17,000 grant from Chelsea Community Foundation
- Lions Club Candy Cane Holiday Volunteer, 12/4
- Rotary Board approved me as new member – official initiation in December

Meetings/Conferences Attended

- Ann Arbor Director, 11/12
- Artist-in-Resident, 11/12
- Management Meeting, 11/10, 11/17, 11/24, 12/1
- Monthly Meeting – Linda Sayers, 11/17
- Library Board Meeting, 11/17
- Deborah Oakley, 11/18
- Five Sparrows, 11/18
- Sounds & Sights, 11/18, 12/2
- Kapnick Insurance, 11/18
- Friends of the Library, 11/18

- Inventory, 11/18
- DDA, 11/19
- Rebecca Davies, lawyer, 11/19
- Monthly Meeting – Linda Ballard, 11/19
- Monthly meetings with management staff, 11/19
- Staff Meeting, 11/20
- Five Sparrows, 11/20
- Monthly Meeting – Ron Andrews, 11/23
- DDA Marketing Meeting, 11/23
- Rotary, 11/24, 12/3
- Downtown Merchants, 11/24
- Monthly Meeting – Karen Persello, 11/24
- Strategic Planning Meeting, 11/30
- Arts Alliance Annual Convergence, 12/1
- Programming Meeting, 12/1
- Doug Raber, Ferndale Library Director & potential strategic planning facilitator, 12/2
- Washtenaw Community College, 12/3
- Attended Flintoff/Conlin holiday party, 12/3
- Lions, 12/4
- Friends/Volunteer Open House, 12/4
- Hometown Holidays (Tree Lighting), 12/4

William Harmer, Director